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Pandemic Health-Safety Plan Re-opening September 8, 2020

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INTRODUCTORY STATEMENT

John G. Wood School is committed to maintaining a workplace that promotes the health and safety of all employees and students. The World Health Organization has declared a pandemic in connection with the respiratory disease, coronavirus or COVID 19, which is caused by the novel coronavirus (SARS-CoV-2). The virus that causes COVID-19 has been found to be easily transmitted from person to person and, therefore, creates a risk of exposure in the workplace.

To decrease the spread of COVID-19 and lower the impact in the workplace, John G. Wood School has developed a Pandemic Health-Safety Plan. (The “Plan”). The Plan addresses aspects of potential exposure and summarizes the processes and protocols John G. Wood School is taking to reduce such potential exposure. All John G. Wood School employees are required to review and comply with the Plan. Failure to do so will lead to disciplinary actions up to including separation of employment. We are confident with us working together we can reduce the potential exposure to the COVID-19 virus, we will protect our students, employees, families, and our school/agency from this pandemic.

As federal, state, and local laws, and guidance change, the policies and procedures developed in the Plan may be amended, and or changed, or cancelled by John G. Wood School at any time.

The Plan is not a contract of employment and does not confer contractual rights, either expressed or implied, guaranteeing employment for any period of time. Unless an employee has a written contract signed by the authorized agent of the agency guaranteeing employment for a set period of time, all employees are employed at-will and either the employee or John G. Wood School may separate the employment relationship at any time, with or without cause, and with or without notice.

Questions about the Plan or COVID-19 should be directed to Brendan A. Folmar, Principal, Cory Richardson-Lauve, Vice President of Programs, or Darryl Smith-Ickes, Director of Human Resources.

The Plan was developed with a great deal of caution, in accordance with the published guidance from the Center for Disease Control (CDC), and has been reviewed by the agencies regulatory bodies.

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ACADEMICS

Instruction

At John G. Wood School all academic instruction will adhere to CDC guidelines on social distancing. John G. Wood employees will continue to, and creatively look for opportunities to provide instruction in outdoor areas that can be used for learning as well and possibly rotating teachers as much as possible to keep student transition down from class to class.

Protocols:

1. All instruction should be designed, to the greatest degree possible, to allow for maximum social distancing between students and staff.
2. As appropriate, outdoor areas can be used for instruction.
3. Social distancing will be maintained in individualized instruction and small group settings.

Classroom & Class Size

Social distancing arrangement will be implemented through the focus on class size and re-design/re-arrangement of space in the classrooms.

Protocols:

1. All classrooms will be intentionally arranged by teachers and staff to allow for maximum social distancing between students and staff.
2. Student and staff desks will be placed as far apart as possible with their exact placement marked on the floor.
3. Staff and students will use the markings on the floor to identify when desks have shifted and will move them back to designated spaces on going.
4. Non-essential furniture and equipment will be removed for the classrooms to allow for maximum spacing between desks.
5. John G. Wood School will continue to maintain class size of no more than 8 students per classroom. Our small class size of 8 students or less is a key factor to re-open with daily face to face instruction to ensure proper social distancing practices.

Distance Learning Plan

A distance learning plan was planned and implemented starting in mid -March 2020 when John G. Wood School closed per governor's orders. A distant learning plan is a required part of the Pandemic Health and Safety Plan. In the event of a future situation in which students need to be quarantined or school closure, a similar distant learning plan will be implemented. The distant learning plan used in the 2019-2020 school year is outlined and it will be the model for creating distant learning plans if or when needed in the future.

In the event of a future school closure classes/course content will be taught using our distant learning plans with on-line platforms, web based learning, and educational packets, and or Google Docs/Goggle Meets etc. Chromebooks or I pads will be provided by John G. Wood

School and signed out by parents/guardians and returned when schools re-open or at the end of the school year. John G. Wood School uses Edgenuity for Middle and High School on line core subjects including electives as needed. John G. Wood School could also implement a hybrid model with some students face to face attending school and some attending virtually depending on parent's choice.

With Virginia Department of Education (VDOE) guidance, John G. Wood School has made decisions about graduation requirements, high school credits, grading, seat time, and statewide assessments. That information is outlined below.

Students Graduating 2020-2021

The Commonwealth of Virginia will provide as much flexibility as is allowable by the code of Virginia who will be graduating 2020-2021.

High School Credit

John G. Wood School will award credit for high school credit-bearing courses ensuring students have completed required standards, competencies, and objectives, including classes that are essential for graduation. In the event of a future school closure, missing content for awarding credit will be given either virtual, or other means through distant learning. Students who are passing during school's closure will earn credit for their high school credit-bearing courses.

Grading, Statewide Assessments, and Seat Time

Teachers will engage students with distance learning educational platforms and work will be assessed and graded. John G. Wood School will follow guidance from VDOE in regards to grading and statewide assessments as the guidance is made available to public and private schools in Virginia. (References: See appendices C & D)

Access and use of Personal Protective Equipment (PPE)

Having access to and consistent and appropriate use of CDC approved Personal Protective Equipment (PPE) with both students and staff is critical.

Protocols:

1. John G. Wood School will provide and supply PPE as needed.
2. Students and staff will be trained in the proper use of PPE.
3. PPE is required at all times when students or staff have COVID 19 symptoms and need to be in isolation while supervised.
4. Staff are encouraged to use the PPE in an educated manner to conserve resources.
5. PPE should be regarded as single use, unless otherwise indicated. (References: See appendices E,F,H,I)

Elective Classes

Elective classes during the regular school year will continue as scheduled in their current locations. The elective classrooms will be modified to ensure proper social distancing and facemasks will be required.

Protocols:

1. Art, Carpentry, Computer Lab, and Culinary classes will have no more than 8 students to promote social distancing.
2. All students will wear masks while in elective classes.
3. Elective classrooms will be sanitized at the end of each class before new students enter the space.

Swimming

The CDC reports there is no evidence that COVID 19 can spread to people through the water in pools. Proper operation and disinfecting of pools kills the virus that causes COVID-19. Our pool water is sampled and tested for appropriate levels. The pool will be used under the guidelines provided and new protocols with allowance of more time for changing during pool use.

Protocols:

1. When the pool is being used students will change into swimming gear one at a time with staff members outside of the restroom/changing areas.
2. Students will change into swimming gear, wash hands and move to the pool area using proper social distancing.
3. At the end of the period students will follow the same steps outlined above to change out of swim gear and wash hands.
4. All swim gear will be placed in students' bags for them to take home daily and laundered.
5. If student's families cannot wash their gear daily, we will launder students swim gear for them. (References: See appendix D)

Changing for PE/Physical Activities/Sports

Restrooms are identified as extremely important areas to monitor while following protocols for social distancing and sanitation. Staff are expected to be very vigilant with guidelines for this area.

Protocols:

1. One student with a staff member outside of restrooms will be the practice for students changing for PE and other physical activities.
2. Students will change, wash their hands, and exit the restrooms before entering the gym or activity area.
3. Students will distance themselves while waiting for open restrooms to change.
4. Staff will monitor and oversee the process for best practice supervision and education.

Medications

All current and standing medication protocols remain in effect for the pouring and passing of student medications. In addition to all standards John G. Wood and VHBG medication protocols, staff will wear facemasks and gloves while passing medications.

Protocols:

1. Current medication policy and procedures remain in effect.
Staff will wear masks and gloves while pouring and passing medication. (References: See Appendix D)

CLEANING

General Cleaning

All staff will have a mindset of vigilance in sanitizing and disinfecting campus environments.

Protocols:

1. Staff members will sanitize frequently touched surfaces in their work areas before lunch each day, which include, but not limited to, door handles, light switches, desk/counter/table tops, and computers.
2. All classrooms will be professionally cleaned on a regular basis.
3. Designated staff will sanitize the student and staff bathrooms at **9:30am, 11:30am** and **1:30pm** daily when school is in session.
4. Teachers and/or Behavioral Coaches will sanitize classrooms wiping down high contact areas such as desks, educational materials, light switches etc. each class period.
5. Staff will sanitize agency vehicles before and after each use wiping down seats, steering wheel, and doors. (References: See Appendices A,B,E,G, & J)

Cleaning after COVID -19 Exposure

Due to the fact that a COVID-19 case cannot be confirmed until testing is done and results have been returned, any staff or student who shows symptoms associated with COVID-19 will adhere to the guidelines listed.

Protocols:

1. In the event of a possible COVID-19 case on campus, as identified by showing of COVID-19 related symptoms, all areas the person occupied will be closed to staff and students for 24 hours whenever possible or at least until a deep cleaning can be performed.
2. Exterior doors and windows to these areas will be opened to increase air flow when possible.
3. Housekeeping will adhere to CDC guidelines for cleaning after exposure.
(References: See appendices E, G, & I)

Assemblies

Monthly assemblies are very important for creating a culture of belonging and positive morale. During our monthly meetings students will receive recognition for earning their levels/phases, student of the month, and other recognitions. During these meetings we also share a variety of topics that promote a positive school culture.

Protocols:

1. Student of the Month/Level up assemblies will take place using Zoom and or other means of videoconferencing to maintain room occupancy limits.
2. Students and staff will participate in their classrooms.
3. Support staff will participate in their offices and or designated areas.
4. Weather permitting, assemblies can be held outside with proper social distancing.
(References: See appendices C & D)

Deliveries

Packages containing essential items to the functioning of the school will continue to be permitted on campus. Protocols below.

Protocols:

1. Package delivery services will only be admitted to the main Administration Building on campus and may not enter the building.
2. All packages received and to be delivered will be placed outside of the Administration Building.
3. Administration building staff or designee will sanitize packages and bring in building. Maintenance staff or designee will deliver packages to correct school building.
(References: See appendices A, D, & F)

FOOD SERVICE & DINING HALL

In accordance with state and federal social distancing guidance, dining hall policies and procedures have been adopted in the areas of usage and access, food delivery, health/safety equipment, serving, cleaning and student/staff expectations while in the dining hall.

Protocols:

Kitchen

1. The kitchen area of the dining hall will be strictly off limits to anyone other than kitchen staff and students enrolled in the culinary program.
2. Kitchen staff will wear masks including, but not limited to any time when others are present or food is being prepared or handled. Staff will be informed when guidance has eased in this area.
3. Gloves will be used at all times in the kitchen area for both the handling of food and equipment.

Dining Area/Lunch:

1. The seating capacity in the dining hall will be limited for proper social distancing when and if used for lunch.
2. Beginning the 2020 school year John G. Wood School will have lunches delivered to student's homeroom classes to avoid large crowds in the dining hall. John G. Wood School may also rotate a small group of 8 to 10 students daily into the dining hall to use the large space for best-practice social distancing.
3. John G. Wood School may also use our large campus to eat lunch outdoors weather permitting in small groups as well. Examples: pavilion, courtyard, Wood I back patio etc.

Food Delivery:

1. The frequency of food deliveries will be minimized to the greatest extent possible.
2. Deliveries will be made to the Dining Hall and will be received and inspected by gloved and masked kitchen staff. Delivery drivers will not enter building.

Health and Safety Equipment/Food Serving

1. At the beginning of the school year lunches will be picked up by staff from the dining hall and delivered to homerooms for lunch period. Staff will have masks and gloves when transporting Box and or Styrofoam container lunches daily.
2. The plastic ware, trays, fresh fruit, drink area will no longer be accessible to students. Those items will be kept in the kitchen area and only handled by kitchen staff.
3. A food guard, installed on top of the serving counter, will serve as a protective barrier with food inside during serving times when and if guidelines and restrictions loosen and we move back to dining hall for lunch full time.
4. Students and staff will select their food items and receive their full tray, utensils, and drink at the end of the line with those in line keeping proper social distancing using markings on floor. The practice of staff strictly supervising the line will remain.
5. Condiments will be received upon request from kitchen staff.
6. Disposable plates will be used for first 30 days when students and staff move back to dining hall full time for lunch.

Lunch Time Schedules

During the beginning of the school year lunches will be delivered to students homerooms. Currently there are two lunch periods: Elementary 12:00pm -12:30pm, and Wood I and II 12:30pm-1:00pm daily. We may look into a 3rd lunch period as guidelines and restrictions decrease and we move back to the dining hall for decreased numbers in the dining hall for extra social distancing practice. John G. Wood School will also look into possibilities of one small classroom or group rotating daily to dining hall for lunch using best practice with social distancing.

Lunch Expectations: Staff and Students

1. Students and staff should wash their hands before lunch and/or moving to the dining hall. Staff will open and close doors to dining hall upon entering and exiting, to minimize students contact with shared services.
2. Students and staff should use hand sanitizer upon arrival at the serving area in the kitchen.
3. The serving line will be monitored by staff to prevent back up and to keep proper social distancing.
4. Designated staff member or members will be assigned to dining hall duty to refill drinks, and wipe down tables after lunch is over in the dining hall.
(References: See appendices C, D, G, J, & M)

PANDEMIC GUIDELINES

Family First Coronavirus Response Act

John G. Wood School and its employees are subject to the Family First Coronavirus Response Act FFCRA.

Protocols:

1. Staff are expected to acquaint themselves with the regulations and benefits contained in the FFCRA.
2. Any employee who has questions or needing to use benefits outlined in the FFCRA should contact Darryl Smith-Ikes, Human Resource Director, immediately.
(References: See appendix K)

Face Masks

All staff and students will wear face masks in accordance with federal, state, and local guidance. This guideline will remain in effect during all times in which the CDC, federal, state, or local authorities have declared pandemic or major outbreak conditions in the U.S. Any type of facemask is not a replacement for social distancing, which should be practiced whenever possible.

Protocols:

1. Staff and students must wear face masks at all times on campus when in the presence of others with exception of while eating and or drinking or in counseling sessions and 6 feet apart.
2. The school will provide masks as needed to staff, but staff are encouraged to obtain their own supply as well. Students will be provided masks as needed.
3. Masks are to be used for a single day and then taken home and washed.
4. All visitors to campus must wear a mask for the duration of their visit.
5. Any visitor or staff member who does not wear a mask will be denied access to school buildings. Medical exceptions can be made by administration on case by case basis.
6. Staff who do not wear a mask may receive progressive disciplinary actions for not following mask best practice and guidelines.
7. Students and staff must wear masks at all times during off campus travel, including field trips and or sporting events. Unless outside and 10 feet apart.
8. Staff and students will review video for mask usage: <http://youtu.be/MNsj-8wtqA8>

Handwashing

Proper handwashing is an essential component of disease transmission prevention. As such, strict adherence to CDC handwashing guidelines will be followed by students and staff.

Handwashing is mandatory for both students and staff after activities listed below:

Meals, PE/athletic activities, art, cooking, working with an animal, carpentry class, campus store, any activity using group supplies, any time staff or students leave campus.

Staff must wash their hands before and after the following tasks:

Preparing and serving food, cleaning tasks, doing laundry, dispensing medications, and providing first aid.

Protocols:

1. Proper handwashing requires minimum of 20 seconds of scrubbing with soap and water.
2. Signs will be placed at all public sinks and in all buildings, encouraging handwashing and explaining the proper steps of handwashing.
3. Students will be reminded often of best practice and techniques of handwashing.
4. All staff and students must demonstrate proper handwashing upon their return to campus.
5. Each staff member must wash their hands when they first arrive on campus.
6. All students and staff must display proper handwashing techniques when first returning to school campus.
7. Staff and students are required to wash their hands before and after activities above.
8. Signs will be posted throughout our campus encouraging CDC directed handwashing.
9. Students and staff are required to properly wash their hands after touching any orifice and after using the bathroom, as well as after having come into contact with any bodily fluids.
10. If hand sanitizer is used in lieu of handwashing, staff and students should wash their hands at the next possible opportunity. (References: See appendices B & F)

Social Distancing

Social distancing, also called “physical distancing,” means keeping a safe space between oneself and other people who are not from one’s household. To practice social or physical distancing, staff and students will maintain at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

At times, student’s behaviors and safety needs will require staff to get closer than six feet in proximity. This could include but not limited to body positioning for safety, escorts by staff, and possible physical MANDT approved restraint as a last resort for safety. If and when this variance from the six feet social distancing recommended by the CDC guidelines takes place, all staff involved will wear masks during the occurrence.

OPERATIONAL GUIDELINES

Daily Health Screenings for Staff, Students and Visitors

Staff, students, and visitors will be screened daily upon arrival to campus, John G. Wood School for COVID 19 symptoms.

Protocol:

1. All John G. Wood staff will report to the clinic daily for health screening. This includes taking temperature, and asking staff if they are having symptoms such as: fever, persistent cough, sore throat, shortness of breath, chills, upset stomach, or aches and pains. Screenings will be discreet and the results will be confidential.
2. All Students will be screened daily by designated staff upon arrival to school. This includes taking temperature, and asking students if they are having symptoms such as: fever, persistent cough, sore throat, shortness of breath, chills, upset stomach, or aches and pains.
3. A health screening form for each staff and student will be filled out and filed daily. Forms will be confidential and secured by the Nurse.
4. Visitors will be screened as well before granted access to campus.

Students with Symptoms or Suspected COVID-19 Virus

Students who are presenting with symptoms or who are suspected to have COVID-19 Virus will activate John G. Wood School's protocols listed below.

Protocols:

1. If a student is presenting with symptoms such as fever, cough, shortness of breath, fatigue: The student will be isolated in the clinic and or R&R room.
2. Parents/Guardians will be notified to pick up student and seek medical attention from their pediatrician.
3. Parents/Guardians will need to provide a release/documentation from an authorized medical professional before the student can return to John G. Wood School.

Leadership: If a student is diagnosed with COVID-19

1. Inform all staff, students, and parents/guardians.
2. Notify licensing, VDH and VAISEF.
3. Consult with Director of Communications re: Media.
4. Students will be put on the Distant Learning Virtual Education plan.
5. Students may not return to school and must obtain a release from an authorized medical professional to return to school following CDC guidelines.
6. Students who test positive will be encouraged to disclose all staff and students they came into contact with for the three days prior to onset symptoms to support the local health department's efforts in contact tracing.
7. All staff and students who had close contact with the person testing positive for COVID-19 will be isolated and all spaces the person accessed will be deeply cleaned.

Employees with Symptoms or Suspected COVID-19 Virus

Employees who are presenting with symptoms or who are suspected to have COVID-19 Virus will activate John G. Wood School's protocols listed below.

Protocols:

1. Employees who have been diagnosed with COVID-19, or who are experiencing COVID-19 symptoms, or living with someone who is experiencing symptoms/who has had a positive test, must not report to work until they have contacted their medical professional or the health department and sought guidance.
2. The employee must follow guidance of their medical professional or health department and share guidance with Darryl Smith-Ickes, our director of Human Resources immediately via phone or e-mail. Your name will not be shared with other employees and this communication will remain confidential.
3. The employee must notify a medical professional or health department that they are working in a school setting.
4. The employee must notify their supervisor anytime they are unable to work so the supervisor can make other staffing arrangements.

Instructions for Supervisors/Managers

1. Supervisors must report all staff absences to their manager.
2. Due to the rules regarding confidentiality: In the event of all staff illnesses or circumstances requiring leave, such as quarantine, COVID-19 symptoms or infection, other illness, or taking care of a family member, supervisors will explain the employee's absence to other employees as "on leave for medical reasons" and contact Human Resources to discuss the situation in more detail.
Do not communicate further until you have talked about the situation with HR and developed a plan.

Instructions for Human Resources

1. Work with leadership to consider when and how to notify other employees, guardians, placing agencies, licensing, and/or media. Consult with Director of Communications re media.
2. Any ill person with suspected or confirmed COVID-19 must stay home/isolated. A person with COVID-19 is no longer infected and can be released from isolation per Health Department guidelines.
3. Human Resources will consult with the Health Department for Guidance and protocols on going.

COVID-19 Outbreak Plan

In the event that multiple staff and or students are diagnosed with COVID-19, John G. Wood School/VHBG leadership will report any positive test results of students or staff for COVID-19. In conjunction with guidance from the CDC and other regulatory agencies, the local health department and JGW School/VHBG administration will directly implement the schools outbreak preparedness plan.

Protocols:

1. In the event of an outbreak JGW School/VHBG Administration in conjunction with the local Virginia Health Department will determine if we follow CDC guidelines, and health department protocol and, remain open or shut down school for 14 days.
2. If JGW School shuts down the school for a 14 day period all students will transition into the Virtual Distant Learning Plan from their homes.
3. All students could be encouraged to quarantine at home for the 14 day period per CDC guidance, health department, JGW/VHBG administration directive.
4. During the 14 day school closure and student home quarantine the school will be deep cleaned by a professional cleaning company.
5. If JGW School opens back up after the 14 day quarantine period all students and staff will need to have met CDC and or health department guidelines as well as approval from a qualified medical professional before returning to JGW School.
6. JGW/VHBG leadership will inform all staff, youth, LEA's, and guardians of a COVID-19 outbreak at John G. Wood School.
7. Administration will notify licensing and VHD.
8. Consult with Director of Communications re media.

Positive COVID-19 Test Reporting

Covid-19 testing will be utilized to confirm the re-entry of staff who are suspected as being exposed to the Coronavirus. The Family First Coronavirus Response Act (FFCRA) provides additional sick leave to support staff during qualifying events.

Protocols:

1. Any staff who is awaiting test results of a COVID-19 test may not return to work until they receive a negative test result. Staff awaiting test results may be entitled to benefits in accordance with FFCRA legislation and regulations.
2. Staff who receive a negative test result must still obtain a release from an authorized medical professional before returning to on-campus work.
3. Staff who receive a positive test result may not return to work until they meet CDC guidelines for recovery: resolution of the fever for at least 72 hours without fever reducing medications, at least 10 days has elapsed since the onset of symptoms, general improvement of respiratory symptoms.
4. Staff who test positive are to disclose all staff, students, and visitors they came in contact with for three days prior to onset of symptoms to support the local health department's efforts in contact tracing.
5. All staff and students who had had reasonable exposure with the person testing positive for COVID-19 will be isolated and all spaces the person accessed will be deep cleaned. (References: See appendices C, D, & N)

The following PPE and other items will be located in the Clinic and JGW School.

Current supply on hand is below:

Clinic

Disposable facemasks, cloth washable facemasks, gowns, boxes of gloves, eye goggles, digital oral thermometers, non-touch infra-red forehead/ear thermometer, hand sanitizer.

School

Disposable facemasks, hand sanitizer, touchless hand sanitizer dispensers, plastic face shields, disinfectant wipes, bleach, disposable gowns, gloves, antibacterial soap.

Supplies will be checked weekly and replaced as needed and if available.

Isolated Students

The clinic and the R&R room will be designated as the official isolation areas for students. These isolated areas will be used for students who exhibit specific symptoms.

Protocols:

1. Students exhibiting symptoms of a communicable disease (e.g. fever, cough, shortness of breath, diarrhea, vomiting, chills, fatigue, upset stomach, or aches and pains) will immediately be isolated.
2. Staff should report any observed or reported symptoms to John G. Wood Administration.
3. The Administrator will contact the nurse and Vice President of Programs.
4. The student will then be isolated in the clinic area or the R&R room at John G. Wood School. These areas will be cleaned when students leave room.
5. John G. Wood School Administration or Nurse will then call the parent or guardian to pick up the student and will direct for them to seek medical attention.
6. The student will stay at home until they are cleared by a medical professional and/or meet the CDC/Health Department criteria for recovery from COVID-19, resolution of fever without medication, improvement of respiratory symptoms for 72 hours, and at least 10 days has elapsed since the first appearance of symptoms.
7. Students isolated at home will receive the John G. Wood Distant Learning Plan virtually and by other educational means if able. (References: B, D, I, L, & O)

Animal Therapy

Therapy Dog (Lettie)/Rabbit (Lilly)

According to the center for Disease Control, there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. However, since animals can spread other diseases to people, it's always a good idea to practice healthy habits around pets and other animals, including washing hands before and after interacting with them. Canine Companions for Independence recommends that healthy students and staff members wear facemasks and gloves when interacting with therapy dogs and pets.

1. Students and staff members who are sick should not have physical contact with therapy dogs and pets.
2. Staff will ensure healthy students and staff members should wear facemasks and gloves when interacting with therapy dog and pets.
3. Therapy dogs and pets' skin and fur should be treated daily at the end of the handler/owners shift with a chlorhexidine-based product to protect against the spread of micro-organisms.
4. Staff may not bring any dog, or other animal, on campus without prior approval of John G. Wood Administration. (References: E & H)

Staffing

Due to the uncertainty of current conditions. John G, Wood School will regularly assess its staffing needs. Efforts will be made to increase the available pool of relief staff/substitutes and to promote cross training.

Protocols:

1. All John G. Wood staff are categorized to provide direct care to students at John G. Wood School.
2. In the event of a staffing shortage in the school, eligible staff will be required to work all or a portion of the school day providing direct care and/or education for students.
3. John G. Wood School will notify stakeholders of any major staffing changes as needed. (References: See appendix B)

Training

New staff and annual staff training will continue to be conducted. To meet training requirements, as required by regulatory bodies, John G. Wood Staff will adjust to other training modalities to meet standard, annual certification expectations in the MANDT System, John G. Wood behavior management program, occupational exposure to blood-borne pathogens, Diversity and Inclusion, medication administration training, CPR/First Aid, CPS trainings, etc.

1. John G. Wood Administration will coordinate and facilitate the development of a COVID-19 focused training module, using this document as direction. Staff will receive a copy of the Pandemic Health and Safety Plan and review its contents prior to the in person and or Virtual PowerPoint training.
2. Staff will maintain proper social distancing when attending and conducting any group face to face training.
3. Staff will be expected to complete certain training requirements via other methods such as the use of video conferencing tools and through study of materials on line in preparation for on campus testing, etc.
4. John G. Wood Staff will be continually trained as needed in the protocols concerning COVID-19 Pandemic Health and Safety Plan.
5. Other trainings as needed will be on-line when possible.

Transitions

Transitions are a very structured part of John G. Wood School programming. Students transition to Physical Education class, other electives, and for lunch daily. During these transitions students are in sight and sound supervision and staff will teach and set expectations for good hygiene, handwashing, and social distancing. During group movement staff and students will remain 6 feet apart. (References: See appendix D)

Meetings

To ensure physical distancing, recurring meetings with staff and students will occur per indicated guidelines, unless otherwise instructed by administration.

Protocols:

1. All meetings must maintain social distancing practices of at least six feet.
2. When possible, exterior doors and windows should be open to increase airflow during meetings.
3. When social distancing cannot occur, meetings should be held using tele-and video conferencing.
4. Unnecessary meetings should be limited by using phone and email when possible.
(References: See appendix D)

New Student Enrollment/Admissions

The ongoing enrollment process will continue with specific protocol implemented to support both admissions and health and safety needs for everyone. These protocols are part of the admission process and are communicated clearly at various steps from interviews to first day of enrollment.

Protocols:

1. Upon initial referral, stakeholders and those being referred will be notified that new potential students to John G. Wood School will be subject to enhanced screening procedures.
2. Only parents/legal guardians of student being interviewed for enrollment will be permitted to accompany the student during interview process. No siblings, friends, or extended family members will be permitted on campus for interview without administration approve in advance.
3. Wherever possible, admissions and enrollment documents will be converted to digital versions.
4. During the interview and tour all parties must wear a face mask and practice social distancing for best practice.

All parties coming on campus for interviews and tours will be subject to a health screening including temperature checks and questions regarding symptoms of COVID 19. (References: See appendices C & D)

Travel

Employee Personal Travel

All employees are to notify their supervisor and or HR in advance of any personal domestic or international travel. Any travel places employees at greater risk of exposure to COVID-19, which in turn places students and other employees at greater risk. As a result, John G. Wood School may require a period of self-quarantine after an employee's return.

Professional Travel

Until further notice, all non-essential staff travel including, but not limited to, conferences, meetings, professional development, and trainings is suspended unless written permission is given by Administration.

Student Travel

Field Trips that are an integral part of our school programming will only go to locations that are outdoors and allow ample room for social distancing, such as hiking, fishing, or to locations that are not open to the public, such as private camps or farms. While off campus, staff and students will wear masks when social distancing is limited, such as vehicles, bathrooms, and other enclosed areas. If the trip becomes densely populated to the extent that social distancing is difficult, staff and students will return to campus. All Field Trips require approval from Administration well in advance with proper planning.

Protocols:

1. All non-essential professional travel is suspended until further notice.
2. Exceptions to this needs to be approved by Administration.
3. Student travel will only occur in certain situations with proper social distancing.
4. When off campus, all staff and students will wear masks when social distancing is limited.
5. All trips must be approved well in advance by John G. Wood Administration. (References: See appendices A, B, C, D, &P)

Enforcement

To ensure reduced risk of exposure of staff, stakeholders, and visitors, John G. Wood School expects employees to follow rules of conduct and expectations as outlined in the Pandemic Health and Safety Plan which is designed to protect the interests and safety of all employees, students being served, and the organization.

It can be very difficult to list all forms of behaviors that are considered a violation of the Pandemic Plan. Listed below are examples of infractions of the rules of conduct that may result in disciplinary actions, up to and including separation of employment, including but not limited to:

1. We encourage all employees who are ill to stay at home.
2. Willful or failure to undergo required health and safety screenings.
3. Willful or failure to socially distance in the workplace.
4. Willful or Non-compliance with room occupancies and prohibitions.
5. Willful or failure to wear and utilize PPE
6. Willful or failure to disinfect and clean workstations.

Employment with John G. Wood School/VHBG is at the mutual consent John G. Wood School and the employee, and either party may separate the relationship at any time, with or without cause, and with our without advance notice.

Verbal Warning

The supervisor will discuss with the employee the health and safety concern and the possibility of corrective action if the problem continues. Supervisor will report to HR. Coaching will take place for employee improvement in the area of concern

Written Warning

The supervisor will review the facts of the case with the employee and attempt to explain health/safety concern and what could have been done differently. The employee will be told that further corrective action will be considered if another violation occurs.

Final Warning

The supervisor will again review the facts and the area of concern with the employee in regards to the Pandemic Health and Safety Plan and employee's behavior. Again, coaching and action steps will be put in place to guide improvements in areas of concern.

Separation of Employment

The separation of an employee for repeated violations generally should be preceded by verbal, written, and final warnings. However VHBG employees may be separated from John G. Wood School/VHBG without prior discipline. Nothing in this guideline provides any contractual rights regarding employee discipline or counseling, and this guidance in no way shall be read as modifying John G. Wood School/VHBG and its employees.

Quality Assurance

Administration will coordinate communications with legal and regulatory points of contact, and will maintain up-to date contact information for families.

Virginia Department of Health

Henrico County Health Department (HCHD) Coronavirus COVID -19 Call Center
Phone: (804) 205-3501
8600 Dixon Powers Dr.
Richmond, VA 23228

Licensing Agencies

Virginia Department of Education
Division of Special Education and Student Services
Danielle Bashum
Phone: (804) 225-2725
P.O. Box 2120, Richmond, VA 23218-2120

Human Rights Advocate

Department of Behavioral Health and Developmental Services
Sharae Hendrson
1220 Bank St, Richmond, VA 23219
Phone: (804) 382-5516
Email: sharae.henderson@dbhds.virginia.org

Acknowledgement of John G. Wood School Pandemic Safety Plan

The Pandemic Health & Safety Plan describes important information about the steps John G. Wood School is taking to mitigate risks to potential exposure to COVID-19. I understand that I should consult Brendan Folmar, Principal, Darryl Smith-Ickes, Human Resource Director, or Cory Richardson- Lauve, Director of Programs regarding any questions not answered in this plan.

I acknowledge that I have received a copy of the John G. Wood Pandemic Health & Safety Plan. I understand that it is my responsibility to review the Plan and to familiarize myself with the policies and procedures in the plan.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

APPENDICES

- Appendix A: CDC – Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019
- Appendix B: CDC – Guidance for Childcare Programs that Remain Open
- Appendix C: CDC – K-12 Schools and Childcare Programs FAQ for Administrators, Teachers, and Parents
- Appendix D: CDC-Social Distancing
- Appendix E: CDC – Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
- Appendix F: CDC – How to Protect Yourself & Others
- Appendix G: CDC – Cleaning and Disinfecting your Facility
- Appendix H: CDC – COVID-19 and Animals
- Appendix I: CDC – Caring for Someone Sick at Home
- Appendix J: CDC – COVID-19 Guidance for Shared or Congregate Housing
- Appendix K: U.S. DOL – Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act
- Appendix L: CDC – Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings
- Appendix M: U.S. FDA – Best Practices for Retail Food Stores, Restaurants, & Food Pick-up/Delivery Services During the COVID-19 Pandemic
- Appendix N: EEOC – Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
- Appendix O: CDC – Symptoms of Coronavirus
- Appendix P: CDC Visiting Parks and Recreational Facilities