

# **THE GLADYS H OBERLE SCHOOL**



## **Pandemic Emergency Health Plan**

**Updated: 07/27/2021**

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## **INTRODUCTORY STATEMENT**

The Gladys H. Oberle School is committed to maintaining a workplace that promotes the health and safety of all employees. 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, The Gladys H. Oberle School has developed a Pandemic Emergency Plan (the "Plan"). The Plan addresses aspects of potential exposure and summarizes the steps The Gladys H. Oberle School is taking to reduce such potential exposure. All employees, students and parents/guardians are required to review and to comply with the Plan to reduce exposure. Failure to do so could lead to disciplinary action up to and including termination of employment and placement. We are confident that by working together to reduce potential exposure to the coronavirus, we will protect our students, families, employees, and our business from this pandemic.

As federal, state, and local laws, directives, and guidance change, the policies and procedures contained in the Plan may be modified, amended, or cancelled by The Gladys H. Oberle 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 authorized agent of the school guaranteeing employment for a set period of time, all employees are employed at-will and either the employee or The Gladys H. Oberle School may terminate 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 Roarke Anderson, President.

# ACADEMICS

## Instruction

All academic instruction will adhere to CDC guidance on social distancing. All instruction should be designed, to the greatest degree possible, to allow for maximum social distancing between students and staff. Outside learning areas will be created utilizing our deck area and our substantial green space.

### **Protocols:**

1. Weather permitting and as appropriate, outdoor classroom spaces will be utilized for instruction.
2. Social distancing (minimum of 3 ft.) will be maintained in whole group, small group, and individualized instructional settings.

## Specific Elective Courses

### **Career and Technical Education, Art, and Digital Multi-Media**

These courses will be held during the regular school year in their current locations. Group size will be limited to adhere to social distancing guidelines and face masks will be required.

### **Protocols:**

1. Class size will be limited to promote social distancing.
2. All students and staff will wear masks.
3. Individual workstations will be placed at least 3 feet apart.
4. Students will be assigned their own personal tools, art supplies and computers.
5. Large shared tools and equipment will be sanitized after individual use.
6. Teachers will sanitize work areas at the end of each class period before new students enter the space.

### **Culinary Arts**

Only select students who have at least one year of culinary experience will be permitted to participate in Culinary Arts and work in the main kitchen where food is being prepared for lunch. Any student will be permitted to participate in Introduction to Culinary Arts which will be held in the second kitchen.

### **Protocols:**

1. Class will be limited to promote social distancing.
2. All students and staff will wear masks and gloves.
3. Individual workstations will be placed at least 3 feet apart.
4. Students will be assigned their own personal kitchen tools and workstations.

5. Teachers will sanitize work areas at the end of each class period before new students enter the space.

### **Education for Employment**

Students participating in the work training component of our Education for Employment program will be placed at a training site based on the following:

#### **Protocols:**

1. The IEP team and parent agrees to the placement.
2. The training site maintains social distancing protocols.
3. Social distancing is maintained during transportation.
4. The student is able to follow social distancing, face mask and other workplace rules.

### **Physical Education**

The Gladys H. Oberle School utilizes the local YMCA as well as our own green space for physical education. Physical education for the first six weeks of the school year will be devoted mainly to health and driver's education. Our ample green space will also be used for occasional outside activities maintaining appropriate social distancing. No contact sports will be allowed.

### **Classroom & Class Size**

The Gladys H. Oberle School's established low pupil to teacher ratio (average of 4:1) lends itself to readily implementing a social distancing arrangement. Social distancing will be maintained through a re-allocation of classroom space and design.

#### **Protocols:**

1. All classrooms will be intentionally arranged 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. Students and staff will use the markings on the floor to identify when desks have shifted and move them back to their marked location.
4. Nonessential furniture and equipment will be removed as necessary from classrooms to allow for maximum spacing between desks.
5. All classrooms will be kept to a maximum of four to six students.
6. As enrollment increases, efforts will be made to maintain similar numbers of students in each classroom so that social distancing may be maximized for each class.
7. Classroom will be disinfected following each class exchange (desktops, light switches, doorknobs, and other high traffic or frequently touched areas)

## **Remote Learning Plan**

A remote learning plan is a required part of pandemic emergency planning. In the event of a future situation in which students and staff need to be quarantined and a building closure is necessary, the learning plan The Gladys H. Oberle School implemented on Monday, March 30<sup>th</sup>, 2020 as outlined below will serve as a framework for the possible implementation of any future remote learning plans.

### **The Gladys H. Oberle School Remote Learning Plan**

Teachers provide at least three hours of video conferencing each week per class supplemented with assignments through Google Classroom. A combination of video conferencing and Google Classroom will be used for delivery of online instruction for all classes. Students are assigned a variety of daily assignments that include written work, quizzes, tests, online curriculum programs, and projects via Google Classroom. Live, interactive class sessions with the teacher are held for at least three hours per week per class utilizing video conferencing. If the student lives in an area with access to the Internet but does not have it, we will help them access free services being provided at this time.

Counseling services will also be provided through several modes of delivery to include email, phone, and teletherapy. Counselors will make direct contact with all students and their parents to ascertain their specific mental health needs as well as their basic needs such as food, supplies, gas, etc. Counselors will provide individual and group counseling for students through email, phone and teletherapy. They will also create a Google Classroom for each group to share articles and videos related to topics of interest and for the groups to interact.

Teachers will monitor IEP goal progress through graded and ungraded work assignments, work completion, and personal interaction with students. Our Board Certified Behavior Analyst, with the assistance of registered behavior technicians, will monitor behavioral goals through direct communication with parents and students through email, phone calls and video conferencing. Behavior plans for students while at home will be developed in cooperation with parents/guardians and students as needed. Behavioral staff will also participate in video conference classrooms as needed to monitor and assist with behaviors and to collect data.

## **Graduation**

The Gladys H. Oberle School will make decisions about graduation requirements, high school credit, grading, seat time, and statewide assessments in accordance with the Virginia Department of Education (VDOE) guidance.

### **High School Credit**

In consultation with all LEA's, The Gladys H. Oberle School will award credit for high school credit-bearing courses by ensuring that students have completed a majority of required standards, competencies, and objectives, including those that are essential for success in subsequent coursework. In the event of a future school closure, any missing content necessary for awarding standard credit will be delivered remotely.

### **Grading, Seat Time, and Statewide Assessments**

The Gladys H. Oberle School will follow all guidance from the Virginia Department of Education regarding grading, seat time, and statewide assessments as that guidance is made available.

## **ACCESS TO AND USAGE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Access to and consistent and appropriate usage of CDC-approved Personal Protective Equipment (PPE) on the part of both staff and students is critical.

### **Protocols:**

1. The Oberle School will maintain a sufficient supply of PPE.
2. Staff and students will be trained on the proper use of PPE.
3. PPE is required in situations such as student onset of COVID-19 symptoms and isolation supervision.
4. Staff are advised to use PPE in a thoughtful manner to conserve resources.
5. Unless otherwise indicated, PPE should be regarded as single-use.

## **BULLDOG BISTRO AND BULLDOG STORE**

Operation of the Bulldog Bistro and Bulldog Store may be temporarily suspended to comply with COVID mitigation strategies and guidance as established by the CDC and local area health department.

## **BULLDOG BLOCK/RECREATION TIME**

If implemented, Bulldog Block will take place as scheduled according to the following guidelines: Group size will be limited to adhere to social distancing

requirements and face masks will be required.

### **Protocols:**

1. The cafeteria, recreation room and specific classrooms will be designated as indoor Bulldog Block and recreation. All areas will maintain appropriate social distancing. Activities maintaining appropriate social distancing will be developed.
2. Students may utilize outside green space for individual recreation activities. Contact sports/activities may be prohibited.
3. All students will wear masks during Bulldog Block and Recreation time even outdoors.
4. Staff are not to participate in physical activities.
5. Supervising staff will sanitize their activity areas at the end of Bulldog Block or recreation time before new students enter the space.

## **Cleaning (General)**

All staff will adjust to and adopt a general mindset of vigilance in sanitizing campus environments.

### **Protocols:**

1. Staff members will sanitize frequently touched surfaces in their work areas which include, but are not limited to door handles, faucet handles, light switches, desk/counter/tabletops, computers, and phones.
2. All areas in the school will be thoroughly cleaned at the conclusion of each school day.
3. All Oberle staff and student bathrooms are single use. Disinfecting cleaner and materials will be available for all bathrooms for individuals to use before they utilize the facilities.
4. The janitorial staff will sanitize the student and staff bathrooms and hallways at 9:00 am, 11:00 am, 12:30 pm and 2:00 daily.
5. Maintenance and housekeeping staff will plan for required, more frequent disinfecting of common areas and school vehicles.
6. A professional deep cleaning may be scheduled every six months or when an exposure has been identified within the building.

## Cleaning after COVID-19 Exposure

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

### **Protocols:**

1. In the event of a possible COVID-19 case on campus as identified by the showing of COVID-related symptoms, the school will be closed to staff and students for a minimum of 24 hours and a deep cleaning can be performed.
2. Exterior doors and windows to these areas will be opened to increase airflow.
3. Housekeeping will adhere to CDC guidelines for cleaning after exposure.

## Counseling

A student's social and emotional growth at The Gladys H. Oberle School is highly dependent on maintaining the therapeutic relationship with their Licensed Professional Counselor (LPC). Independent and group counseling will continue to be scheduled following social distancing parameters. If the LPC determines other stakeholders such as parents, teachers, case managers, etc. need to be included in therapy sessions, videoconferencing will be utilized.

### **Protocols:**

1. Individual counseling sessions will be held in the LPC's office maintaining appropriate social distancing.
2. Group counseling sessions will be held in the designated group counseling room following social distancing protocol.
3. Meetings that include outside stakeholders may utilize video conferencing.
4. Student desks will be sanitized prior to and upon completion of each counseling session or meeting.

## Deliveries

Delivery of packages containing essential items to the functioning of the school will continue to be permitted by following the protocols below.

### **Protocols:**

1. Package delivery services will only be received at door of our main office and delivery persons may not enter the building.
2. Delivery person will use the front doorbell to announce their presence.
3. Front office staff will use the remote to allow the delivery staff to place the package in the front section of our enclosed entrance. If a signature is required, front office staff will go to the front section of the entrance to sign.
4. Only office staff may retrieve the package.

5. Staff may not route any package to the school for delivery that does not pertain to school business.
6. Special supply deliveries for carpentry or building trades will meet maintenance staff or a CTE instructor at the CTE buildings for delivery.
7. Food delivery will meet kitchen staff at the side entrance by the janitorial closet for delivery.

## **Food Service**

In accordance with state and federal social distancing guidance, a wide variety of food service policies have been adopted in the areas of kitchen access, health and safety equipment, serving, and cleaning. This initial guideline will be in place during the earlier phases of the re-entry plan but some policies will be maintained as standard best practices indefinitely.

### **Protocols:**

#### **Kitchen:**

1. The kitchen and the pantry are strictly off limits to anyone other than kitchen staff, Culinary Arts students and those staff assigned to support the kitchen staff.
2. Only kitchen staff and Culinary Arts students should be in the kitchen area at any one time.
3. Kitchen staff and Culinary Arts students will wear masks at all times when others are present or food is being prepared or handled. Staff will be notified when that period of time has expired and restrictions can be eased.
4. Culinary Arts students will have an independent workstation with their own work supplies.
5. As per current best practices, gloves will continue to be used at all times in the kitchen area for both the handling of food and equipment.
6. Student must possess ServeSafe credential as a requirement to enroll in this course.
7. Any other cooking activities are limited to preparer-consumer. Sharing, exchanging, or distribution of foods is prohibited.

#### **Health and Safety: Equipment and Serving**

1. All plates, bowls, and cups will be disposable until further notice.
2. Disposable silverware with napkin included will be used until further notice.
3. Salt, pepper and other condiments will be available in individual packets.
4. The menu will be streamlined to offer meals that are easily delivered to classrooms. Meals will meet the required nutritional guidelines.
5. Kitchen staff will do all food shopping online with delivery service. Food delivery will follow established delivery protocol.
6. Students and staff will indicate if they want lunch each morning during 1<sup>st</sup>

- block to determine the number of meals to be delivered.
7. Kitchen staff will deliver meals to each classroom.

### **Mealtime Schedules:**

1. The Gladys H. Oberle School does not provide a full breakfast. Snack items will be available in each classroom for students to have at the beginning of first block.
2. Lunch period will remain as currently scheduled. Students will eat lunch in their 2<sup>nd</sup> block classrooms where meals will be delivered.

## **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. or any country of residence for our students. Any type of face mask is not a replacement for social distancing, which should be practiced whenever possible.

### **Protocols:**

1. Staff and students must wear masks at all times on campus when students are present with the exception of while eating or drinking and during designated times students will be permitted to go outside and remove their masks while practicing social distancing.
2. The school will provide two masks to staff but staff are asked to obtain a personal supply as well. Masks are also available for students.
3. Masks are to be used for a single day and then taken home and washed.
4. All visitors to campus must wear a disposable mask for the duration of their visit.
5. Any visitor, staff member or student who does not wear a mask during required times will be denied access to campus.
6. Staff who do not wear a mask will have scheduled hours deducted from their PTO for time missed.
7. Students and staff must wear masks at all times during off campus travel when there is more than one occupant within the vehicle.
8. Students who refuse to wear a mask during required times will be sent home and will not be allowed back in the building unless they comply with mask protocol.
9. Students may remove masks in settings where other social distancing and precautions mitigate disease transmission, such as during individual therapy sessions where therapist and student remain six feet apart and during designated mask-free time while outside practicing social distancing.
10. If cloth face masks are washed at school, one staff will be designated to do so. The staff member will wear a mask and change gloves when handling

each set of masks to prevent contamination.

11. Staff and students will review the following video for mask usage:

<https://youtu.be/MNsj-8wtqA8>

## Family First Coronavirus Response Act

The Gladys H. Oberle 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 needing to use the benefits outlined in the FFCRA should contact Roarke Anderson, President, immediately.
3. All questions pertaining to the FFCRA should be directed to Roarke Anderson, President.

## Handwashing

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

Handwashing is mandatory for both staff and students before and after the following activities:

- Lunch
- PE
- Bulldog Block
- Any activity utilizing group supplies
- Any time a staff or student leaves campus

In addition, staff must wash their hands before and after the following tasks:

- Doing laundry
- Cleaning tasks
- Dispensing medications
- Preparing & serving food
- Providing First Aid

### **Protocols:**

1. Proper handwashing requires a 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 to handwashing.
3. Students will frequently be reminded to practice proper handwashing techniques.
4. All staff and students must demonstrate proper handwashing techniques

upon their return to campus.

5. Each staff member must wash their hands when they first arrive on campus.
6. Staff and students are required to wash their hands before and after the activities listed above.
7. Students and staff are required to wash their hands after touching any orifice and after using the bathroom, as well as after having come into contact with any bodily fluids.
8. Hand sanitizer may be used when handwashing is not possible but is not a replacement for proper handwashing.
9. If hand sanitizer is used in lieu of handwashing, staff and students should wash their hands at the next possible opportunity.

## **Isolation Area**

A section of our cafeteria closest to the exit and restrooms has been repurposed and designated as the official isolation area for students who may become symptomatic. The area is sectioned off with a retractable curtain.

### **Protocols:**

1. Students exhibiting symptoms of a communicable disease (e.g. fever, persistent cough, shortness of breath, diarrhea, vomiting, chills, fatigue, sore throat, upset stomach, or aches and pains) will immediately be isolated.
2. Staff should report any observed or reported symptoms to an administrator.
3. The administrator will coordinate notifying parents.
4. The student will remain in isolation until the parent has arrived for pick up.
5. The student may not return to school until they are cleared by a medical professional and/or meet the CDC criteria for recovery from COVID-19: resolution of fever without fever reducing medications for at least 24 hours, improvement of respiratory symptoms for 72 hours, and at least 10 days has elapsed since the first appearance of symptoms.
6. Isolated students will be supervised by a limited number of designated staff. Staff will be required to wear full PPE including gown, gloves, mask and face shield.
7. No other student or staff will be admitted to the isolation area.
8. Once the student has been cleared to leave isolation, the isolation area will be deep cleaned.
9. The Gladys H. Oberle School will provide virtual services during a necessary self-quarantine.

## **Lockers/Backpacks/Outerwear/Supplies**

Students will not be using lockers at this time. All students will be issued a clear backpack containing individual school supplies to eliminate sharing of materials. Students are not to bring their own backpacks from home. A rack will be available each morning upon entry for students to hang their outerwear (heavy coats, jackets).

### **Protocols:**

1. Students will be issued a clear backpack containing individual supplies and clearly labeled with their name on the first day of enrollment by their first block teacher.
2. Each student will have a designated storage area in their first block class where they will obtain their backpack each morning.
3. Backpacks will be carried throughout the day from class to class to eliminate the need for sharing of supplies.
4. Backpacks will be left each day in the fourth block class and distributed to first block teachers for overnight storage.
5. Students need to leave all backpacks, bags, etc. at home.
6. All student outerwear (heavy coats, jackets) will be hung on a mobile rack upon arrival to school and retrieved at dismissal. This rack will be secured in a locked area throughout the day.

## **Medications**

All current and standing medication protocols remain in effect for the administration of student medications. In addition to all standard Oberle medication protocols, staff will wear face masks and gloves during administration.

### **Protocols:**

1. Current medication policy and procedures remain in effect.
2. Staff will wear masks and gloves while pouring and passing medication.
3. Staff will wash hands before and after administering any medication.

## **Meetings**

To ensure physical distancing, any group meetings will meet per the indicated guidelines, unless otherwise instructed by administration:

<b>Meeting</b>	<b>Day and Time</b>	<b>Number of Participants</b>	<b>Method / Location</b>
Administrative Team	Tuesday 9:00 – 10:00	7	Zoom/Conference Room
School Staff	Wednesday 3:00 – 3:30	30	Zoom/Cafeteria
IEP/Parent	Varies	Varies	Zoom/Conference Room

### **Protocols:**

1. All meetings must maintain social distancing practices of at least three feet.
2. When possible, exterior doors and windows should be opened to increase airflow during meetings.

3. When social distancing cannot occur, meetings should be held using tele- and videoconferencing.
4. Unnecessary meetings should be limited by using phone and email when possible.

## **New Student Enrollment/Admissions**

The rolling enrollment model will continue with specific protocol implemented to support both admissions and health and safety needs of everyone. These protocols are part of the admissions process and are communicated clearly at various steps of admissions from the initial intake call to arrival day.

### **Protocols:**

1. Upon initial contact, referral sources and those being referred will be notified that new enrollments to our program will be subject to a screening questionnaire.
2. If any member of the household shows symptoms of a communicable disease within two weeks of enrollment (e.g. persistent cough, fever at or above 100.4, vomiting, shortness of breath, fatigue, chills, diarrhea, aches and pains, and cold/flu like symptoms), the enrollment date will not start until all household members are no longer showing symptoms.
3. All enrollees are required to be current on all vaccinations.
4. Only the parents/legal guardians of the enrolling student will be permitted to accompany the student onto campus for an initial tour and interview. No siblings, friends, or extended family members will be permitted on campus. Tours will take place before or after school hours.
5. A virtual tour will also be available.
6. Wherever possible, admissions and enrollment documents will be converted to digital versions.

## **Outbreak Preparedness (General)**

In cooperation with the Rappahannock Area Health District (RAHD), Oberle 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 RAHD will directly guide the school's outbreak preparedness plan.

### **Protocols:**

1. In the event of an outbreak, school will close and revert to remote learning for 10 days.
2. During the isolation period, the school will be deep cleaned.

## Parent Expectations

Parents are a vital partner in our attempt to keep our students safe. An informational packet will be sent out to them about what we are doing to prepare to open and what our procedure will be in the event someone becomes symptomatic. We will also have a virtual assembly before the start of school to address the plan and any of their concerns. Parents can assist the school in helping to keep their child healthy by taking the following steps:

### **Protocols:**

1. Parents/guardians will screen their child for Covid-19 symptoms each morning. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. This list does not include all possible symptoms and will be updated as the CDC learned more:
  - a. Fever or chills
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. New loss of taste or smell
  - h. Sore throat
  - i. Congestion or runny nose
  - j. Nausea or vomiting
  - k. Diarrhea
2. Parents/guardians will keep children at home who have even mild symptoms consistent with Covid-19.
3. Parents/guardians will keep their child home if the child has had recent (within the last 10 days) **close contact** with a person with Covid-19 (close contact is defined as being within 6 feet for at least 15 minutes).
4. Parents/guardians will have their children wash hands before leaving for school.
5. Parents/guardian will give their children a mask to wear all day.
6. Parents/guardians will wash used cloth mask daily.
7. Parents/guardians will be notified immediately if their child arrives to school displaying one or more Covid-19 symptoms and must make arrangements to pick up their child as soon as possible.

## Physical Interventions and Restraints

....physical proximity closer than 3 feet (with proper personal protective equipment) will only be used as a behavior management technique to deter, redirect, or prevent unwanted, problematic behaviors that have the propensity to evoke harm to student or others. Protective physical holds or restraints will only be used if a

student or staff member's immediate health or safety is compromised. If a student engages in a behavior that requires physical intervention or restraint, the IEP team shall convene and make further considerations. Appropriate disciplinary action to include Out of School Suspension (OSS) or termination may also apply.

The reentry safety plan must:

1. Be developed with input from the student, parent/guardian, administrator, counselor, behavioral staff, and an LEA representative
2. Contain specific expectations for student behavior that assures the safety of the student, peers, and staff
3. Contain specific consequences for a student's inability to follow the plan
4. Require a successful mediation upon reentry if the physical intervention or restraint was the result of a physical altercation.
  - a. This mediation will occur immediately upon return to the building
  - b. Mediation will be led by an Oberle counselor and a member of our behavioral staff.

If a successful reentry plan cannot be established, a student's termination from the program will be considered.

## **Positive COVID-19 Test Reporting Staff**

Current CDC recommendations 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. Staff who receive a positive test result may not return to work until they meet the CDC criteria for recovery from COVID-19: resolution of fever without fever reducing medications for at least 24 hours, improvement of respiratory symptoms for 72 hours, and at least 10 days has elapsed since the first appearance of symptoms.
2. Staff awaiting clearance for return to work may be entitled to benefits in accordance with FFCRA legislation and regulations.
3. Staff who test positive must disclose all staff, students, and visitors they came in contact with for the three days prior to onset of symptoms to support the local health department's efforts in contact tracing.

## **Room Occupancies and Prohibitions**

Students and staff are strictly limited to assigned areas on campus to support a reduction in exposure and to limit the scope of contact tracing in the event of a suspected exposure. Room occupancies are also limited to at least three feet between people whenever possible and the use of PPEs when available space is more confined.

### **Protocols:**

1. All offices and communal spaces will have maximum occupancies that will be strictly observed.
2. Students may not leave their assigned area until they are dismissed.
3. Staff may not enter offices or other classrooms they are not assigned to unless directed by a staff member or if the specific scheduled activity allows for use of that space.
4. Staff are responsible for sanitizing high contact surfaces in shared spaces before leaving the space.
5. Staff should leave all personal effects in their vehicles except those they may need during the school day.
6. Any staff personal item found left out will immediately be placed in storage.

## **Service and Therapy Dogs**

According to the Centers for Disease Control, there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. However, at this time our emotional support dog will not be a part of our curriculum.

## **Staffing**

Due to the uncertainty of current and future conditions, The Gladys H. Oberle School will regularly assess its staffing needs. Current staffing will be maintained with in-person instruction. In the event a need to return to remote learning is determined, furloughs may be necessary for staff not providing direct instruction to students.

## **Staff/Visitor Wellness Screening**

Wellness screenings will be performed consistent with guidelines outlined by the CDC.

### **Protocols:**

1. If symptoms arise while on the job, staff should immediately stop work, secure their face mask, and consult with administration who will request they self-isolate at home.
2. Staff will then inform administration of any individuals, equipment, and locations with which they had contact.
3. Check-in staff must notify administration of staff who are denied access to campus.
4. Staff and visitors who are denied access to campus must self-isolate until their symptoms have subsided and they have been cleared by an authorized medical professional to return to work.

5. Administration will consult with local health authorities.

## **Student Wellness Screening**

Wellness screenings will be performed consistently by following guidelines outlined by the CDC.

### **Protocols:**

1. Posters about COVID-19 symptoms and disease prevention will be displayed in hallways and in all bathrooms and classrooms to educate and orient staff and students of COVID-19 symptoms which are identified by the CDC.
2. If a student's temperature is taken and registers at or above 100.4 during the school day, staff will notify administration and immediately isolate the student until they have been picked up.
3. Staff and administration will follow all isolation policies.

## **Symptomatic Individual**

If a student or staff is identified as symptomatic during the school day, the following steps will be taken:

### **Protocols:**

1. Person in charge asks student or staff to change their cloth mask for a surgical mask.
2. Student immediately taken to isolation room.
3. Staff asked to go home to self-quarantine at home
4. If a student needs supervision, both isolated individual and supervision person don a surgical mask and stay at least 6 feet apart.
5. Parent/guardian is notified and asked to pick up child within a designated time frame.
6. LEA is notified.
7. Upon arrival, student escorted to parent/guardian's car.
8. Parent/guardian or symptomatic staff given written instructions regarding:
  - a. The need for PCR/diagnostic testing
  - b. Available testing sites in the area, including no cost options
  - c. The requirement that the child or staff must meet CDC guidance to return to school.
9. RAHD contact is contacted to make them aware of possible Covid-19 situation and review signs and symptoms. In collaboration with RAHD:
  - a. Develop a case specific plan on process and notification to parents
  - b. Conduct transmission risk assessment and recommend quarantine for close contacts until test results are known. Communicate with parents via letter.
  - c. Follow-up on test results

## Training

New staff and annual staff training will continue to be conducted under the coordination of administration. To meet training requirements, as required by regulatory bodies, staff will adjust to other training modalities to meet standard, annual certification expectations in CPI, Oberle behavior management program, occupational exposure to blood-borne pathogens, medication administration training, CPR/First Aid/Lifeguard, etc.

### **Protocols:**

1. Administration will coordinate and facilitate the development of a COVID-19 focused training module, using this document as direction. Staff will review the COVID-19 Pandemic Emergency Plan in detail prior to in-person training.
2. Staff will maintain social distancing when conducting any group training.
3. Staff will be expected to complete certain training requirements via other methods such as the use of video conferencing tools or through study of materials at home in preparation for on-campus testing.
4. Staff may be continually trained in the protocols concerning COVID-19 pandemic procedures. Staff will be cross-trained.
5. Department specific training will be required outside of the all-staff training.

## Transitions

Transitions throughout the day are to be structured in such a way to maintain social distancing standards. Students transition to and from classes, lunch, Bulldog Block and therapy sessions several times during the course of the academic day.

### **Protocols:**

1. Marks will be placed in the school hallways so that students may line up at least three feet apart from one another prior to transitioning in and out of their classrooms.
2. In addition, marks will be placed on the sidewalk outside of the building where students line up prior to entering.
3. Students and staff will maintain at least three feet of distance between one another while walking as a group from one location on campus to another.

## Travel

### Employee Personal Travel

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

### Student Travel

Travel for classes such as Education for Employment or Physical Education will only occur when all safety protocols for social distancing within a vehicle can be maintained. While off campus, staff and students will wear masks when social distancing is limited, such as in vehicles, bathrooms, and other enclosed areas. If a trip location becomes densely populated with the general public to the extent that social distancing becomes difficult, staff and students will return to campus. All trips require administrative approval prior to departure.

#### **Protocols:**

1. Student travel will only occur when protocols for social distancing can be maintained or to destinations that are outdoors or not open to the general public until further notice.
2. While off campus, all staff and student will wear masks when social distancing is limited.
3. Social distancing will be maintained in company vehicles.
4. If a trip location becomes overcrowded, staff and students will return to campus immediately.
5. All trips must be approved by administration.

## Quality Assurance

A COVID-19 team has been established. Patricia Hoagland is the point person in collaborating with the local health department. Administration will coordinate communications with legal and regulatory points of contact and will maintain up-to-date contact information for families.

### Oberle COVID-19 Team

Patricia Hoagland – Point Person  
Pamela Simms  
Ken Manahan  
Roarke Anderson

Joyce Corbin

**Virginia Department of Health  
Rappahannock Health District**

Brittnie Coates, RN  
Public Health Nurse Supervisor  
Caroline County Health Department  
17202 Richmond Turnpike  
Milford, VA 22514  
W: 540-207-5944  
PH: 804-633-5465 ext:202 Fax: 804-633-5128  
<http://www.vdh.virginia.gov/rappahannock>

**Virginia Department of Education  
Division of Special Education and Student Services**

Christina Owens, Monitoring Specialist  
P.O. Box 2120, Richmond, VA 23218-2120  
Phone: 804-786-3234  
Fax: 804-371-8796  
[christina.owens@doe.virginia.gov](mailto:christina.owens@doe.virginia.gov)

## **GUIDANCE DOCUMENTS**

**[CDC: Symptoms of Coronavirus](#)**

**[CDC: Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)**

**[CDC: Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)**

**[CDC: Cleaning and Disinfecting](#)**

**[CDC: Cleaning and Disinfecting Your Facility](#)**

**[CDC: Cleaning, Disinfection and Handwashing in Schools](#)**

**[CDC: When and How to Wash Your Hands](#)**

**[CDC: What To Do When You Are Sick](#)**

**[CDC: Social Distancing](#)**

**[CDC: Use of Cloth Face Coverings to Help Slow the Spread of Coronavirus-19](#)**

**[CDC: How to Wash Cloth Face Coverings](#)**

**[CDC: How to Protect Yourself and Others](#)**

**[CDC: When to Wear Gloves](#)**

**[CDC: Covid-19 and Animals](#)**

**[CDC: Symptom-Based Strategy to Discontinue Isolation for Persons with COVID-19](#)**

**[DOL: Families First Coronavirus Response Act: Employee Paid Leave Rights](#)**

**[EEOC: Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)**

**[FDA: Food Safety and Coronavirus Disease](#)**

**[FDA: Food Safety During Emergencies Best Practices Food Pick-Up Delivery Services Coronavirus-19](#)**

**[Indicators of Community Transmission](#)**

**[New "Healthy Back to School" COVID-19 Website](#)**

**<https://www.vdh.virginia.gov/backtoschool/>**

## **ATTACHMENT I Staff Enforcement**

To ensure reduced risk of exposure of employees, customers, and worksite visitors to SARS-CoV-2, The Gladys H. Oberle School expects employees to follow rules of conduct as set forth in the Plan which are designed to protect the interests and safety of all employees, students and visitors to our organization.

It is not possible to list all the forms of behavior that are considered a violation of the Plan. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

1. coming to work with COVID-19 symptoms
2. failure to undergo required health and safety screenings
3. failure to socially distance in the workplace
4. non-compliance with room occupancies and prohibitions
5. failure to wear and utilize PPE
6. failure to disinfect and clean workstations

### **Progressive Discipline**

Training and employees' professional judgement are the best guides to proper conduct. However, sometimes action is necessary for the purpose of improving undesirable behavior and preventing a recurrence of that behavior. The following steps generally will be followed to ensure that The Gladys H. Oberle School rules and policies are enforced fairly and consistently. The Gladys H. Oberle School reserves the right to impose discipline not in accordance with this guideline if it determines such discipline is necessary.

#### **Step 1 - Verbal Warning**

Administration will discuss the health/safety concern with the employee and the possibility of corrective action if the problem continues.

#### **Step 2 - Written Warning**

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

#### **Step 3 - Discharge**

The employee will be separated from The Gladys H. Oberle School. The discharge of an employee for repeated minor violations generally should be preceded by verbal and written warnings. However, at management discretion, employees may be separated from The Gladys H. Oberle School without prior discipline. Nothing in this guideline provides any contractual rights regarding employee discipline or counseling, and this guideline in no way shall be read as modifying The Gladys H. Oberle School and its employees.

**ATTACHMENT II**  
**Staff Acknowledgement**  
**The Gladys H. Oberle School**  
**Pandemic Emergency Plan**

The Pandemic Emergency Plan describes important information about the steps The Gladys H. Oberle School is taking to mitigate risks to potential exposure to COVID-19. I understand that I should consult Roarke Anderson, President, regarding any questions not answered in the Plan.

I acknowledge that I have received a copy of The Gladys H. Oberle School's Pandemic Emergency Plan. I understand that it is my responsibility to review the Plan and to familiarize myself with the policies and procedures contained in the Plan.

**EMPLOYEE'S NAME (printed):** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ATTACHMENT III**  
**Parent/Guardian and Student Acknowledgement**  
**The Gladys H. Oberle School**  
**Pandemic Emergency Plan**

The Pandemic Emergency Plan describes important information about the steps The Gladys H. Oberle School is taking to mitigate risks to potential exposure to COVID-19. I understand that I should consult Roarke Anderson, President, regarding any questions not answered in the Plan.

I acknowledge that I have received a copy of The Gladys H. Oberle School's Pandemic Emergency Plan. I understand that it is my responsibility to review the Plan and to familiarize myself with and follow the policies and procedures contained in the Plan.

I understand that if my child, \_\_\_\_\_, does not comply with the policies and procedures contained in the Plan, it could result in my child receiving instruction through our distance learning plan or could place my child's placement in jeopardy.

**STUDENT NAME (printed):** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **ATTACHMENT V**

### **Covid-19 Testing Locations**

Due to recent symptoms, your child is required to obtain a diagnostic test for COVID-19 if sent home from school with COVID-19 symptoms. This handout provides a list of testing locations in our area; however, you may use an alternate testing location of your choice.

#### **Key considerations in selecting a testing site:**

- Be sure that your child receives a diagnostic test for COVID-19. This should be collected through a swab of the nose and throat, or through a sputum sample. Note that this is different from an antibody test, which is collected through a blood sample. The antibody test does not test for an active infection of COVID-19.
- Many health insurance plans cover the cost of COVID-19, but it is recommended that you check with your insurance carrier to confirm this coverage prior to arriving for testing. Free/no-cost testing location are also listed below.
- Most testing locations require an appointment or preregistration. Please call or go online to schedule.
- If the test is negative, your child will be permitted to return to school. If the test is positive, your child will need to remain at home until s/he meets the CDC criteria.
- For questions about testing, please contact the Rappahannock Area Health District at 540-899-4797.

#### **COVID-19 Testing Locations Near Oberle:**

- See <https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/> for a list of testing sites searchable by zip code. Note that this list is not all-inclusive and may not include every testing site in your area. RAHD recommends only including testing locations offering PCR (diagnostic) testing. You may need to call the locations to ask what type of test is available and confirm if they will administer the test on children.

#### **No-cost COVID-19 testing locations in our area or nearby areas:**

If you have insurance, your insurance will be charged for testing at these sites. If you do not have insurance or your insurance does not cover the test, the test will be offered at no cost to you.

- CVS Locations
- Free Clinic
- Others (may need to be updated regularly)

Once you receive your test results, please call [name and phone number] to discuss when your child can return to school.

## **ATTACHMENT VI**

### **Letter for Suspected Case of COVID-19**

Date:

Dear Oberle Families,

During the school day today, a (student/staff) at Oberle began to show symptoms consistent with COVID-19. Because social distancing measures are in place in our building, the risk to other students is relatively low; however, we are working closely with the health department to identify anyone who is at an elevated risk due to close contact with the individual. The symptomatic (student/staff) will be receiving a test for COVID-19.

We will be reverting to distance learning until the test result for the individual comes back. A deep cleaning of the entire building will take place. If the test comes back negative, we will return to the building the day following the test results. If the test is positive, we will close for 10 days and students will be asked to quarantine at home.

#### **You will be notified of the student's test results:**

- If the student/staff tests negative for the virus, we will return to school the following day.
- If the student/staff tests positive, we will close the building for 10 days. The health department will require anyone considered in close contact with the individual to quarantine at home for 10 days from today's date during which time you must monitor closely for symptoms. If no symptoms are identified during the 10-day monitoring period, your child may return to school when it reopens.

#### **The following steps should be taken while in quarantine:**

- Stay home. Your child should not have in-person interactions with individuals outside your household.
- Even if your child feels fine, avoid close interactions with others in the household. Do not share personal items, and use a separate bedroom and bathroom, if possible.
- Monitor your child's symptoms. Take his or her temperature with a thermometer two times a day and watch for fever or cough.
- Encourage your child to keep their distance from others (at least 6 feet).
- Wear a cloth face covering or facemask when around other people.
- Wash hands often with soap and warm water for at least 20 seconds.
- Clean and disinfect high-touch surfaces every day.
- If your child becomes sick, please notify us at 540-372-6710

The Virginia Department of Health and the Centers for Disease Control and Prevention recommend that we all stay informed about COVID-19 in our community and take the following steps to protect ourselves and the people around us:

- Stay home if you are sick, even if your symptoms are mild.
- Practice social distancing by staying at least 6 feet away from others and avoiding crowded settings

- Wash hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear a cloth face covering to prevent the spread of respiratory droplets to others.
- Avoid close contact with people who are sick.
- Cover coughs and sneezes.
- Clean and disinfect frequently touched surfaces daily.

If you have any questions, please call us 540-372-6710 or the Rappahannock Area Health District at 540-899-4797.

Sincerely,

Patricia Hoagland; Program Director

**ATTACHMENT VII**  
**School-Wide Notification Letter**  
**Confirmed Case of COVID-19**

Date

Dear Oberle Families and Staff:

We have been informed that a student/staff member of The Gladys H. Oberle School has tested positive for COVID-19 (Novel Coronavirus Disease 2019). We are writing this letter to keep all members of our school community informed and to remind everyone to continue to take precautions and monitor for symptoms.

Though we understand this may cause some uneasiness, we have been taking every precaution to minimize the overall risk of exposure to the students and staff. We have been in close conversation with the Rappahannock Area Health District to identify the steps that need to be taken to keep our students, staff, and families safe and healthy.

School will close for 10 days for a deep cleaning and we will revert to our distance learning plan. We urge all families to take the following steps to prevent the spread of COVID-19:

- Monitor closely for signs of illness. If you or your child are sick or showing any symptoms, please stay home. School policies are flexible to accommodate students who need to stay home due to illness, but be sure to notify the school if your child will be out sick for the day.
- Practice social distancing by maintaining at least 6 feet of distance between yourself and people outside your household.
- Wear a cloth face mask over the mouth and nose to prevent the spread of respiratory droplets.
- Wash your hands often with soap and water for at least 20 seconds. This is especially important after you have been in a public place or after blowing your nose, coughing, or sneezing. If handwashing is not available, use a hand sanitizer containing at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover coughs and sneezes with your arm.
- Clean and disinfect frequently touched surfaces daily.

Please contact the local health department at (540) 899-4797 if you have questions or need additional information. You can also find pertinent details on the Centers for Disease Control and Prevention's website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or the Virginia Department of Health's website at <http://www.vdh.virginia.gov/coronavirus/>.

Sincerely,

Patricia Hoagland, Program Director

## **ATTACHMENT VIII**

### **Rappahannock Area Health Department Recommendations For Individuals with Pending COVID-19 Test Results**

The Virginia Department of Health (VDH) considers coronavirus disease 2019 (COVID-19) to be a communicable disease of public health threat and is taking substantial measures to prevent spread within the community. Because you will be tested for COVID-19 and have not yet received results, we recommend that you separate yourself from the public immediately to minimize the chances of others becoming sick. It is important that you follow the instructions outlined below to prevent transmission among your household members and close contacts.

#### **What to expect if you test positive for COVID-19:**

- If your test comes back positive for COVID-19, the Rappahannock Area Health District will contact you for further recommendations. Communication may be via phone call or email. We will be able to answer any questions or concerns that you may have.
- Symptoms:
  - ✓ If you are experiencing symptoms of illness, such as fever, cough, or shortness of breath, you will be directed to isolate yourself until the following applies:
    - At least 10 days have passed since your symptoms first appeared, AND
    - You have had no fever for at least 24 hours (3 full days of no fever without fever-reducing medicine), AND
    - Other symptoms have improved, such as cough or shortness of breath
  - ✓ If you never developed any symptoms, you will be directed to isolate at home until at least 10 days have passed since the date of your first positive COVID-19 diagnostic test.
- Notifying contacts: If your COVID-19 test result is positive, please notify any individuals you have been in close contact with while you were infectious.
  - ✓ A close contact is anyone you have been within about 6 feet of for at least 15 minutes, or anyone who may have had direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
  - ✓ Your infectious period includes the time you have been symptomatic and the two days before you began experiencing symptoms.
  - ✓ You can use the document "Steps to Slow the Spread of COVID-19" to identify close contacts that you may have been around while you were infectious.
- Isolation requirements
  - ✓ You must stay at your home (or in a similar setting) except to get medical care.
  - ✓ You may leave your house to spend time in your yard, patio or other location on your property, but you must remain on your property, and not have face-to-face contact with anyone other than members of your household.
  - ✓ If you live in an apartment complex, you must remain in your own apartment. Do not go to any common areas in the building, including vending machines or laundry areas.
  - ✓ If there are others in your household, separate yourself from them by staying in a separate room.

- ✓ A family member or friend who is not in your household or a close contact, may also bring items to your front door, but must stay at least 6 feet away from you and may not enter the home.
- ✓ Travel is only allowed for medical reasons and may only occur by medical transport (e.g., ambulance) or private vehicle while you are wearing a face mask.
- Use safe practices so people around you do not get sick. Remember that you will be separated from the public but may have other family members or other close contacts in your home. It is important to limit the chances of spreading the virus in your home.
  - ✓ Do not allow visitors to come to your home or residence to stay with you while you are isolating
  - ✓ Separate yourself from others, even those in your family, by staying in a separate room. If you must be in the same room with others, wear a facemask and always maintain a distance of at least 6 feet.
  - ✓ Use a separate bedroom and a separate bathroom, if available.
  - ✓ You should wear a facemask when you are around other people (e.g., sharing a room) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.
  - ✓ Avoid contact with pets and other animals in your household as much as possible while your COVID-19 test results are pending. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a facemask.
  - ✓ Cover your mouth and nose with a tissue when you cough or sneeze and wash hands frequently.
  - ✓ Regularly clean and disinfect surfaces that are touched frequently.
- Monitor your health by taking your temperature twice daily and remain alert for worsening symptoms including fever, cough, or difficulty breathing. It is recommended that you keep a record of your temperatures as well as other symptoms.
- Seek medical attention immediately if you develop severe or worsening symptoms.
- If anyone else in the household develops fever, cough, shortness of breath, isolate them from others in the household and contact the Rappahannock Area Health District immediately at 540-899-4797.
- If you test negative for COVID-19, please practice everyday precautions to prevent the spread of the virus by:
  - ✓ Washing your hands frequently
  - ✓ Cleaning and disinfecting frequently used surfaces
  - ✓ Practicing social distancing by avoiding close contact and staying 6 feet away from others
  - ✓ Wearing a cloth face covering when you are out in public

For more general information about COVID-19, you may also go to the Virginia Department of Health's webpage at [www.vdh.virginia.gov/coronavirus](http://www.vdh.virginia.gov/coronavirus) or the Centers for Disease Control and Prevention (CDC) at [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus). If you have any additional questions or concerns, please feel free to contact the RAHD call center at 540-899-4797.