

NORTHUMBERLAND COUNTY PUBLIC SCHOOLS



Updated 2-22-2021

Northumberland County Public Schools Health and COVID-19 Mitigation Plan

Virginia's reopening plans are based on the Centers for Disease Control and Prevention (CDC) guidelines for ensuring safe and healthy learning and working environments. NCPS has worked with the Northumberland County Health Department (NCHD) to determine criteria and guidelines for keeping schools open. The CDC provides a comprehensive decision tree to support local school division decision making. Below, NCPS staff have outlined an initial summary of CDC decision tree guidelines, as they apply to NCPS.

I. Frequently Asked Questions:

Will Reopening Be Consistent with State and Local Guidance? All final decisions about when and how to reopen school, including decisions about any future closures, will continue to be informed by the most recent local health data in partnership with the NCHD and the Three Rivers Health District.

Is the School Ready to Protect Students Who Need Extra Precautions? As prescribed in the Governor's phase guidance for reopening schools noted above, NCPS provides full time online learning for students unable to return. In addition, in-person learning options have been available to students since Sep2020 through a hybrid model.

Is the School Able to Screen Students and Staff for Symptoms and Exposure? NCPS implements a daily health screening requiring caregivers to report if their child is asymptomatic. Individuals should remain at home and seek medical assistance if they have the following symptoms:

- ✓ Fever or chills
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Sore throat
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting
- ✓ Diarrhea

Caregivers also should be aware of emergency warning signs for COVID-19. If an individual shows any of these signs, seek emergency medical care immediately:

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

Caregivers should call a medical provider for any other symptoms that are severe and/or concerning.

The bus driver administers the infrared temperature check prior to a student boarding a bus. A student who has a fever will not be permitted to board the bus, and the parent/guardian/caretaker will need to keep the student at home.

The school nurse and/or designated health assistants screen students and staff with an infrared thermometer each morning prior to entering the mainstream population. If a student and/or staff member reports symptoms upon arrival, then the school nurse will conduct a thorough health screening. Daily health screening of students and staff will ensure only asymptomatic individuals enter the worksite.

Are Recommended Health and Safety Measures in Place? The CDC has highlighted specific mitigation strategies to reduce risk of COVID-19 infection and transmission.

- **Healthy Hygiene Practices** Hand washing guidelines indicate that students should wash hands for at least 20 seconds after blowing their nose, coughing, or sneezing; before eating, and upon entering classrooms. Breaks will be provided for hand washing. If soap and water are not readily available, sanitizer that contains at least 60 percent alcohol will be provided.
- **Cloth face coverings** Cloth face coverings should be worn by students and staff throughout the day when social distancing guidelines cannot be strictly enforced. Face coverings will be provided to students unable to provide their own, to be used as developmentally appropriate.
- **Intensified Cleaning and Disinfection** Daily sanitizing is implemented for high touch areas (doorknobs, handles, fixtures, etc.) with a medical grade sanitizing solution. More frequent monitoring and cleaning of restrooms takes place throughout the day. Contracted cleaning services are available, as needed.
- **Social Distancing Practices** Increased spacing between individuals using strategies such as separation on school buses, posted signs to remind staff and students of 6-foot distances (or 3 feet apart with a mandatory face covering), and arranging desks six feet apart and facing in the same direction; maintaining small groups by having students eat meals in classrooms/common areas/outside whenever possible and restricting or prohibiting volunteers and visitors in the building; minimize mixing between groups whenever possible. Examples include designating building entrances by grade level, designating traffic patterns through the school, and ensuring

student and staff groupings are as static as possible.

Is Ongoing Monitoring in Place? NCPS will regularly communicate and monitor developments with local health department authorities regarding cases, exposures, hospitalizations, and any other relevant metrics that may require a change in school operations. NCPS monitors employee absences and provides flexible leave policies and practices.

Strategies that will assist in successful planning should center around promoting behaviors that reduce spread of COVID-19, maintaining healthy environments and operations and, preparing for and acting when someone gets sick and/or presents with symptoms.

Division COVID-19 team

- Superintendent
- Director of Instruction
- Director of Special Education
- Director of Facilities
- Director of Transportation
- Director of School Nutrition
- Director of Technology
- Northumberland Health Department physician/designee
- Principals
- School Nurses

Point person at each school facility:

- NES: Principal/Summer school administrator/ and school nurse
- NMS: Principal/Summer school administrator/ and school nurse
- NHS: Principal/Principal's designee/ and school nurse
- Transportation: Director of Transportation / designee
- School Nutrition: Director of School Nutrition / designee
- Custodial & Maintenance: Director of Facilities & Maintenance
- School Board: Superintendent / Human Resources Specialist

Contact information and procedures for reaching the local health department.

Northumberland Department of Health 6373 Northumberland Highway, Suite B
Heathsville, VA 22473 (804) 580-3731

Plan for health and absenteeism monitoring/approaches: Encourage students and staff to stay home when sick; follow daily health screening prior to leaving home; complete health check and infrared

temperature monitoring upon arrival to bus and/or school. Examine absentee data and look for trends for both students / families / staff / parts of the county

Communication Strategies: Via website postings, through official social media; School Messenger telephone calls; mailings to include letters and postcards.

Orientation and training for staff and students specific to new COVID-19 mitigation strategies: Orientation and training for staff and students will follow resources provided by the VDH and CDC.

Communication regarding an outbreak or positive cases detected at the school: NCDH and NCPS will communicate with parents, families, caregivers, and staff regarding occurrences of COVID-19 as it relates to students, staff, and community. If an individual is found COVID-19 symptomatic, NCPS will institute a 48-hour closure minimum to conduct deep cleaning, disinfecting, and sanitizing. In tandem, NCPS will participate in community response efforts.

II. Safety, Mitigation, and Health:

Daily procedures in all school buildings include the following:

1. Hand hygiene and respiratory etiquette,
2. Use of cloth face coverings,
3. Staying at home when sick,
4. Enforcing physical distancing.
5. Maintaining adequate supplies to promote healthy hygiene.
6. Providing signs and messaging to promote healthy hygiene.
7. Promoting physical distancing.
 - a. Modify layouts of classrooms, communal areas and buses to ensure social distancing is maintained.
 - b. Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.
 - c. Limit size of gatherings consistent with Executive Orders and impose strict physical distancing during gatherings.
 - d. Follow relevant Virginia Phase Guidance for Schools and CDC guidance for recreational sports for school-related sports and other recreational activities.

Maintaining Healthy Environments

1. Plan for daily health screening questions of staff and students.
2. Hygiene Practices:

- a. Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.
- b. Provide additional hand sanitizer/handwashing stations.
- c. Ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).
- d. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- e. Ensure that water systems and features are safe to use after a prolonged facility shutdown.

Maintaining Healthy Operations

1. Implement protections for staff and children at higher risk for severe illness from COVID-19.
2. Align plans for gatherings, field trips and volunteer restrictions consistent with any Executive Order in place.
3. Implement sick leave policies and practices that enable faculty, staff and students to stay or self isolate when they are sick or have been exposed.
4. Train back-up staff to ensure continuity of operations.

Protecting vulnerable individuals (e.g. 65+, underlying health conditions):

The NCPS Human Resources Department has and will continue to implement procedures for the safe return to class/work after experiencing COVID-19 illness.

Preparing for When Someone Gets Sick

1. Separate and isolate those who present with symptoms.
2. Facilitate safe transportation of those who are sick to home or healthcare facility.
3. Implement cleansing and disinfection procedures of areas used by sick individuals.
4. Develop a communication plan with the local health department to initiate public health investigation, contact tracing and consultation on next steps.

Planning to close down if necessary, due to severe conditions.

1. Determine which conditions will trigger a reduction in in-person classes.
2. Determine which conditions will trigger complete school closure.

III. Building-level Mitigation and Distancing Protocols and Procedures.

- A. Screening of Students and Staff Before Entering Facilities
- B. Morning/Breakfast Procedures
- C. Classroom Procedures
- D. Restroom Procedures
- E. Classroom Changes
- F. Counseling Office Procedures
- G. Front Office/Visitor Procedures
- H. Lunch Procedures
- I. PE/JROTC Mitigation Strategies
- J. End-of-Day Dismissal Procedures
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- M. Substitute Teachers
- N. Faculty/Instructional Meetings/Professional Development
- O. Field Trips, Assemblies, and Guest Speakers
- P. Library Media Center
- Q. Requests to Leave School Grounds During the Work Day
- R. Students who refuse to comply with social distancing/mitigation procedures

Screening of Students and Staff Before Entering Facilities

Staff Screenings

1. Staff are to report to work by 7:45 a.m. Staff may not enter the building until screened by administration/designee. The administration at each school will designate screening locations. Screenings will begin at 7:10 a.m. Instructional staff may not enter the building prior to 7:10 a.m.
2. Staff are to screen themselves prior to departing home. Staff are required to notify the principal if they have fever or COVID-19 symptoms. Advance notice gives the administration time to prepare in the event that the staff member is unable to attend work.
3. The principal and/or designee will screen all teachers and staff except custodians and school nutrition staff upon arrival. All staff will be asked if they have a fever or symptoms consistent with COVID-19. Screenings also will include temperature checks.
4. Staff members exhibiting signs of a fever or symptoms consistent with COVID-19 will not be permitted to enter the building.

*Procedures for screening custodians and maintenance staff will be conducted by the Director of Maintenance & Facilities / Designee; procedures for screening school nutrition staff will be conducted by Director of School Nutrition / Designee; procedures for screening transportation staff/car and bus drivers will be conducted by Director of Transportation / Designee.

Student Screenings

1. Students riding the bus will be screened by their bus drivers.
 2. Students will be dismissed by bus one at a time to continue social distancing into the building.
 3. Students are to be dropped off at school no earlier than 7:50 am (NMS/NHS) and 7:45 am (NES). Students who are dropped off by parents will be screened by a designated staff member prior to exiting their cars in the student drop-off loops located at NMS and NES.
 4. NHS students who drive to school may be required to remain in their cars until screened by a designated staff member. Administration will have a station posted in parking areas to screen students prior to entering the building.
 5. Students exhibiting signs of a fever or symptoms consistent with COVID-19 will not be permitted to ride the bus, exit their car, and/or enter the facility.
- *All students must arrive at school on time each morning. Health screenings will conclude at 8 a.m.

Morning/Breakfast Procedures

Northumberland High School Morning/Breakfast Procedures

Entry into the building will begin at 7:50 a.m. Students must report directly to their first block class. Breakfast will be delivered to the classroom. Custodial staff will place additional trash cans in the hallways. Trash cans will be emptied immediately after the conclusion of breakfast.

Northumberland Middle School Procedures

Entry into the building will begin at 7:50 a.m. Students must report directly to their first block class. Breakfast will be delivered to the classroom. Custodial staff will place additional trash cans in the hallways. Trash cans will be emptied immediately after the conclusion of breakfast.

Northumberland Elementary School Procedures

Entry into the building will begin at 7:45 a.m. Students must report directly to their homeroom class.

Breakfast will be delivered to the classroom. Custodial staff will place additional trash cans in the pods/hallways. Trash cans will be emptied immediately after the conclusion of breakfast.

Classroom Procedures

Classroom teachers will review procedures for minimizing the risk of infection.

- Remind students to wash with soap and water for at least 20 seconds.
- Encourage students to cover coughs and sneezes with a tissue.
- Remind students to refrain from touching their face.
- Teach and reinforce the use of wearing a face covering.

Classroom teachers, with the assistance of the maintenance/custodial staff, will be responsible for rearranging desks to maximize space between students. Visual aids that alert students to distancing requirements may be shared or requested by teachers. Teachers are encouraged to create and use additional visual aids to illustrate traffic flow patterns within the classroom.

Classroom teachers are required to wear face coverings when unable to maintain a distance of six feet from students and/or other staff. Students are required to wear face coverings. Students should wear face coverings when social distancing guidelines cannot be strictly enforced. **Students and staff are encouraged to maintain six feet of physical distance at all times; however, if needed, a minimum of three feet of physical distance can be allowed with a required face covering.**

- Hand hygiene should be performed at the following times: Beginning and end of class
- Teachers are encouraged to avoid use of community supplies.
- Students are required to wear gloves when conducting lab experiments in pairs and/or groups (6 feet distancing still required).
- When wearing gloves for lab experiments, hand hygiene should be done before putting on gloves and after removing them.
- Teachers are responsible for ensuring that desks are wiped down with an alcohol-based disinfectant between class changes. Teachers may have students assist in wiping down classroom desks.

Alcohol-based hand sanitizer that contains at least 60% alcohol will be made available to all classrooms. Teachers are to notify the custodial staff in the event that their hand sanitizer supply needs to be replenished.

Restroom Procedures

- The custodial staff will conduct routine cleaning and disinfecting of surfaces in all restrooms every 2 hours.
- Administrative and support staff may be assigned to restroom supervision during breakfast and lunch blocks to ensure that students follow mitigation and distancing protocols.
- The cafeteria bathrooms at NMS and NHS will be closed during the school day.
- **Only two students will be permitted in the restrooms at a time.** ○
- NHS/NMS will use an e-hallway pass system to monitor and enforce restroom procedures.
- NES Restroom Procedure: Teachers and/or school personnel will accompany students to the hallway bathrooms to ensure minimal students in restrooms at a time for social distancing.

Classroom Changes

Northumberland High School Procedures

Students are to wear masks during classroom changes and maintain distancing no less than six feet from others. Visual aids will be placed in the hallways to illustrate traffic flow patterns. Students will use the stairwell next to door 18 to go upstairs only. Students will use the stairwell next to door 20 to go downstairs only. The stairwell next to door 18 may not be used to go downstairs. The stairwell next to door 20 may not be used to go upstairs. The elevator may only be used by one student at a time and with permission from the nurse only.

Northumberland Middle School

Students are to wear face coverings during classroom changes and maintain distancing no less than six feet from others. Visual aids will be placed in the hallways to illustrate traffic flow patterns. Students will use the 7th grade stairwell next to door 8 to go upstairs only. Students will use the 6th grade stairwell next to door 5 to come downstairs only. The 7th grade stairwell next may not be used to go downstairs. The 6th grade stairwell next to door 5 may not be used to go upstairs. The elevator may only be used by one student at a time and with a special pass/permission from the school nurse only.

Northumberland Elementary School

Students are to wear face coverings during classroom changes and maintain distancing no less than six feet from others. Students will be escorted by a NES staff member when changing classrooms.

Counseling Office Procedures

Students at NHS/NMS will use the e-hall pass system when requesting to meet with a counselor.

School counselors will continue to work collaboratively with teachers, parents, and community agencies to support students' mental health, including through TeleHealth services.

If a staff member, student, family, or other involved party is concerned for a student's safety, please continue to express these concerns to the school counselors. School counselors will continue to report concerns for student welfare as mandated by the State. In a situation where someone is concerned about the immediate safety of a student, please contact your school counselor through phone. If they are unable to reach the counselor, please notify the school counseling administrative assistant to have the counselor call them back ASAP.

Front Office/Visitor Procedures

A plexiglass material or sneeze guard may be used as a barrier in the front office and counseling office reception desks. Visitors will not be allowed to drop off food items or enter the building during school hours. If parents or guardians need to pick up a student(s) early, they will need to ring the buzzer and identify themselves. Front office secretary or designee will ask the following questions to confirm identity. For example:

- Please identify yourself
- Name of student/grade
- Reason for visit

Students will check out with the front office administrative assistant or designee who will then check students out using the computer system. No students will use the computer check out system. Students will then be escorted to the front entrance by a designated adult to confirm identity and for safety.

In general, visitors will not be allowed in the building during the school day. Exceptions will be made for mail and food service delivery.

Lunch Procedures

Northumberland High School Procedures

Lunch will be 11:00 a.m. to 11:50 a.m. for all classes. Administration and support staff will provide supervision in the hallways and classrooms. The administration at each school will assign staff to supervise classrooms of teachers to take a brief break to obtain lunch. Lunch will be delivered to classrooms by cafeteria personnel. Custodial staff will place additional trash cans in the hallways. Trash

cans will be emptied immediately after the conclusion of lunch.

Students may not use microwaves. All student microwaves throughout the building are to be stored until determined otherwise by administration.

Northumberland Middle School Procedures

Lunch will begin at 11:10 a.m. to 11:45 a.m. for all upstairs classes (6th & 7th grade) and 11:56 a.m. to 12:31 p.m. for downstairs classes (8th grade) . Counseling staff and main office staff will provide supervision for teachers to ensure that they have an unencumbered lunch break. Lunch will be delivered to classrooms by cafeteria personnel. The administrative staff will be assigned to hallways to assist with classroom/restroom supervision. Trash cans will be placed in hallways for students to dump their trash. The custodial staff will be assigned to the hallways during lunch to assist with supervision and cleaning.

Students may not use microwaves. All student microwaves throughout the building are to be stored until determined otherwise by administration.

Northumberland Elementary School Procedures

Lunch will begin at 11:00 a.m. Lunches will be delivered by cafeteria personnel to all grade levels/classrooms beginning with PreK. Students will eat lunch in their classrooms. Trash cans will be placed in the pods/hallways for students to dump their trash. Paraprofessionals will provide lunch supervision and coverage so teachers may have a duty-free lunch. Paraprofessionals' lunch breaks will be built into their schedules.

The administrations at each school will assign staff to supervise classrooms of teachers to take a brief break to obtain lunch. Students will be permitted to use the restroom during their lunch break. The administration also will assign staff to supervise restrooms and the hallways during lunch.

PE/JROTC Mitigation Strategies

Physical fitness exercises and low-contact physical activity are permitted. High and medium risk activities are not permitted. The PE department will develop a list of low-contact physical activities that are permissible. Guidance from the NFHS/VHSL/CDC/Virginia Health Dept are to be used in developing a list of acceptable low-contact activities. The administration at each school will work with the PE department to develop the list of low-contact activities. The VHSL has identified golf and cross country as low-contact sports.

Students must maintain a distance of 10 ft during physical activity. In general, only two students are permitted in the locker room at a time. Four students may be permitted in locker rooms if the team

locker room is used in addition to the PE locker room.

End-of-Day Dismissal Procedures

Students are to be dismissed by bus as opposed by busload. Student drivers are to be dismissed separately as a group. Students are to report directly to their assigned bus and/or car and exit the campus immediately. Students may not report to their lockers or other locations in the building at dismissal.

Fourth block teachers are required to maintain a list of students by bus number and a list of student drivers. This list should be shared in the substitute teacher folders. Fourth block teachers are responsible for ensuring that students dismiss when called via the public address system.

Northumberland Elementary School

Students will be socially distanced during dismissal. Students being picked up will be taken to the gym at 2:35 p.m. At 2:40 p.m., teachers will walk students to their buses and assist in ensuring students are socially distanced while traveling to buses.

Signs and Messaging

Signs that promote protective measures will be posted in highly visible locations throughout all facilities. Signs will describe how to stop the spread of COVID-19 and germs (such as properly washing hands and wearing face coverings).

Regular announcements will be made by the administration on reducing the spread of COVID-19 on the PA systems.

Student/Parent forms

All enrollment packets and forms will be electronic forms to be completed and transmitted to the registrar or front office for the 20-21 school year. New enrollments must complete electronic forms at the school by appointment only.

Substitute Teachers

Screening of Substitute Teachers Before Entering Facilities

- Substitute teachers are required to conduct a personal health screening prior to leaving their residence. Substitute teachers may not report to their assigned location, if experiencing COVID-19 symptoms. The substitute is to notify the building level administration or administrative assistant responsible for scheduling substitutes immediately, if experiencing symptoms.
- Substitute teachers are to report by 7:40 a.m. (no earlier than 7:20 a.m.) each morning.
- Prior to entry a designated staff member will perform a health screening of the substitute teacher that will include a temperature check.
- Substitute teachers are required to wear masks.

Morning/Breakfast Procedures

- Breakfast will be delivered to classrooms during 1st block or homeroom.
- When taking attendance substitute teachers are to take a headcount of students who will be ordering lunch from the cafeteria. Please forward the attendance/lunch headcount one document to the main office secretary.

Classroom Procedures

- Visual aids highlighting mitigation and distancing procedures will be posted in individual classrooms. Please be sure to familiarize yourself with the visual aids and traffic patterns of the classrooms and hallways.
- Students and substitute teachers are required to wear masks in the classroom when 6 ft of social distancing cannot be met (10ft in PE/Band classes when students are engaged in physical activity such as marching or exercising).
- Students who fail to comply with mitigation/social distancing requirements are to be reported to the administration immediately.

Restroom Procedures

- NMS/NHS: Students may be dismissed one at a time to use the restroom. Only two students are permitted in the restroom at a time. Please familiarize yourself with the hallway pass procedures at each school.
- NES: Students must be accompanied to the restroom by the substitute or other school personnel.

Classroom Changes

- Students are to wear masks during classroom changes and maintain a distance of 6 ft during class changes. Please familiarize yourself with the hallway traffic patterns of each school.

Counseling Office Procedures

- Call the counseling office first before allowing a student to go to the counseling office.

Front Office Procedures

- Call the main office first before allowing a student to go to the main office. *Lunch*

Procedures

- Lunch will be delivered to classrooms. Students will eat their lunches in the classrooms.

Students are permitted to use the restroom during lunch breaks (one at a time).

- Lunch blocks are 35 minutes at NMS/NHS.

End-of-Day Dismissal Procedures

- NMS/NHS: Students will be dismissed by bus as opposed to busload. The teacher will provide you with a list of students noting bus numbers. Drivers will also be noted. Student drivers are to be dismissed separately as a group. Students are to report directly to their assigned bus and/or car and exit the campus immediately.
- NES: Students being picked-up will be called to the gym at 2:35 p.m. Students riding the bus will be called to the bus loop at 2:40 p.m. Substitutes will follow plans and escort either students being picked up or students riding buses.

Faculty/Instructional Meetings

All faculty and instructional meetings will be conducted via Google Meet. Face-to-face department meetings are acceptable as long as social distancing and mitigation protocols are followed.

Field Trips, Assemblies, and Guest Speakers

- Field trips are not permissible at this time.
- Assemblies are not permitted at this time. School-wide presentations may be shared via a public address system.
- Guest speakers are not permitted in the building at this time. Guest speakers may be invited to participate in classroom activities via video-conferencing. Be sure to obtain permission from the building level principal before inviting a guest speaker to present to your students.

Library Media Center

Library Preparation - Student & Visitor

- Classes visiting the library for a lesson should bring their own materials. Allow time between classes to clean.
- Individual students may visit the library for checkouts independently. Call the library before sending individual students.
- In order to limit touching books, student browsing can be done online. Examples are curated resource lists, Destiny collections, etc.
- The library media specialist may not sign passes for students to visit other locations in the building. Passes to the restroom are not permissible. Students must obtain permission from the classroom teacher who sent the student to the library.
- Students are not permitted to print materials in the library. Students may make printing requests directly to the library media specialist.

Northumberland Elementary School

- The Library will provide materials (crayons, pencil) for each student in a ziploc bag. After materials are used, they are placed in a storage tub and quarantine for 72 hours (3 days).
- The Librarian wipes down chairs and tables between each class. The custodial staff then sanitizes all surfaces again each evening
- Students may visit the library for checkouts independently. Once one student from each class may come at a time in grades 3 - 5. A paraprofessional may accompany no more than 2 students at a time in grades PreK-2.

Circulating Resources

In-person options for material checkouts include:

- Use an online catalog to place holds on materials and have library staff retrieve items and limit students' browsing directly from shelves by having them select options in the catalog before retrieving items.
- Provide book return containers that can be dated and placed in quarantine for at least 96 hours (4 days) before being handled by staff. Students who choose to learn from home may contact the library to reserve books and drop off books. Pick up and drop off times will occur to check them out to students and staff.
- All students must have Destiny username and password assigned for holds.
- Pull small selections of books from shelves, number each one, and set on display for circulation.
- On Tuesdays and Thursdays at a mutually agreed upon time. The librarian will notify the main office
- Resources are to be placed in a quarantine area for a minimum of 96 hours (4 days) before being handled.

Northumberland Elementary School

- In-person students may check out 2 books each. Returned books are placed in plastic containers and are quarantined for 72 hours (3 days) before being reshelved (following ALA and NDCC guidelines/recommendations). Virtual students may access Epic! Or books on the library Canvas page.

Cleaning

- Manipulatives, maker space items, headsets, and any other shared supplies must be packed and stored.
- Remove similar items and other decorative items that cannot be sanitized. ● Computer labs, maker space equipment and all other non-print material should be sanitized after each use.
- Keyboard covers for stand-alone computer stations should be required.

Northumberland Elementary School

- Time is allowed for the library to be cleaned in between each class. All supplies used are placed into ziploc bags and quarantined for 72 hours (3 days). Additionally, the library is sanitized each night.

Arrangement

- The library media specialist will arrange the MC to reflect the District's and CDC distancing guidelines.
- Signage will be used throughout the library space to help patrons manage social distance.

Northumberland Elementary School

- Students are seated at acceptable social distances, in chairs for the lessons. Students each sit at a different table to complete work after checking out books.

Requests to Leave School Grounds During the Work Day

In general teachers and staff should not leave school grounds during the work day to conduct non-school related business. Requests to leave school grounds will be limited and must be approved by the administration 24 hours prior to the request. Exceptions will be made for medical appointments and emergency situations.

Students Who Refuse to Comply with Social Distancing/Mitigation Procedures

- 1st Incident - Parents will be notified and required to pick up the student from school. Administration will review expectations for social distancing and mitigation with parents and student.
- 2nd Incident - Student will receive additional disciplinary consequences. Students may no longer attend in-person learning as a result of his or her refusal to comply with safety measures.