

Rivermont School

Fredericksburg Region

30 Pulte Drive
Fredericksburg, VA 22406



Mitigation Plan

08/06/2020

Introductory Statement

Rivermont 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, Rivermont School has developed a Mitigation Plan (the “Plan”). The Plan addresses aspects of potential exposure and summarizes the steps Rivermont School is taking to reduce such potential exposure. All employees are required to review and comply with the plan to reduce potential exposure. Failure to do so will lead to disciplinary action up to and including termination of employment. We are confident that by working together to reduce potential exposure to COVID-19, 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 Rivermont School, at any time, in its sole discretion.

The Plan is not a contract of employment and does not confer contractual rights, either expressed or implied, nor does it guarantee employment for any period of time. Unless an employee has a written contract signed by authorized agent of the Rivermont School guaranteeing employment for a set period of time, all employees are employed at-will and either the employee or Rivermont School may terminate the employment relationship at any time, with or without cause, and with or without notice.

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Academics

Instruction

All academic instruction will adhere to guidance issued by the Centers for Disease Control (CDC) on social distancing as may be updated from time to time. Staff will continue to, and increasingly look for, opportunities to provide instruction outdoors in designated learning areas.

Protocols:

1. All instruction will be designed, to the greatest degree possible, to allow for maximum social distancing between students and staff.
2. As appropriate, outdoor classroom spaces will be utilized for instruction
3. Social distancing will be maintained in whole group, small group, and individualized instructional settings.

Classroom & Class Size

Social distancing will be accommodated through both a focus on class size and re-allocation of classroom space and design, if necessary.

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 from classrooms to allow for maximum spacing between desks.
5. Rivermont School will maintain small class sizes that adhere to social distancing.

Distance Learning Plan

In the event of a future school closure, course content will be delivered using various instructional methods and strategies, including small group, whole group, individual, and self-paced instruction under teacher supervision. Our goal is to balance whole group, small group, and individual sessions with on-and off-line time for students.

Following the Virginia Department of Education (VDOE) guidance, Rivermont School has made decisions about graduation requirements, high school credit, grading, seat time, and statewide assessments. That information is outlined below.

Students Scheduled to Graduate with the 2020-2021 Cohort

The Commonwealth of Virginia will provide as much flexibility as is allowable by the Code of Virginia for students currently enrolled and graduating with the 2020-2021 cohort.

High School Credit

Rivermont 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 and students who are in good standing at the time of the school's closure will receive credit for their high school credit-bearing courses.

Grading and Statewide Assessments

Rivermont School will collaborate with local school divisions to determine and award grades in accordance with the policy of each division. Statewide assessments and the granting of locally verified credits will be in collaboration with the local school divisions under the guidance of VDOE policy.

References: See appendices C & D

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. Rivermont School will maintain a supply of PPE for staff, students, and visitors as needed.
2. Administration will assure that staff and students are trained on the proper use of PPE immediately after returning to school.
3. Staff are advised to use PPE in a thoughtful manner to conserve resources.
4. PPE are for individual use and not to be shared.
5. Rivermont school will have a supply of sneeze guards available

References: See appendices E, F, H, & I

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 before lunch and as deemed necessary each day, which include, but are not limited to, door handles, faucet handles, light switches, desk/counter/tabletops, computers, and phones.
2. All areas in the building will be cleaned at the conclusion of each school day.
3. The student and staff bathrooms, hallway, and the front door will be sanitized before lunch daily.
4. School staff will be responsible for required, more frequent disinfecting of common areas and school vehicles.
5. Administration will assure adequate ventilation will be increased by properly functioning ventilation systems and opening windows when appropriate.
6. Administration will assure that all water systems and features will be maintained to ensure safe water.

References: See appendices A, B, E, G, & J

Cleaning after COVID-19 Exposure

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

Protocols:

1. In the event of a possible COVID-19 case on campus, as identified by the showing of COVID-related symptoms, all areas the person occupied will receive a deep cleaning.
2. Exterior doors and windows to these areas will be opened to increase airflow.
3. Staff will adhere to CDC guidelines for cleaning after exposure.

References: See appendices E, G, & I

Meetings

Meetings are essential and can be conducted with some adjustments. The following protocols will structure every meeting until further notice.

Protocols:

1. Meetings should take place via videoconferences.
2. Academic staff will participate in their classrooms, when possible. If not possible, they will participate in a designated area.
3. Therapists and related service providers will participate in their offices.
4. Administration will participate in their offices.
5. If an in-person meeting must occur, social distancing of at least six feet will be maintained.
6. When possible, exterior doors and windows should be opened to increase airflow during in-person meetings.

References: See appendices C & D

Deliveries/Visitors

Packages containing items essential to the functioning of the school and the education of students and appropriate visitors will continue to be permitted by following the protocols below.

1. Package delivery/visitors will only be admitted to the main office.
2. All packages received and to be delivered will be placed in the main office.
3. Only staff will be allowed to deliver packages throughout the building
4. Staff may not route any package to the school for delivery that does not pertain to school business.
5. Special supply deliveries/maintenance personnel will meet staff at the main office and then be escorted to the appropriate location.
6. No visitor will be allowed beyond the main office without administrative approval.

Food Service and Supplies

In accordance with state and federal social distancing guidance, a wide variety of delivery practices have been adopted in the areas of building usage and access, food delivery, health/safety equipment, serving, cleaning, and student/staff expectations while in the Building.

Building Usage and Access

School Building:

1. Staff and student entry and screening areas are established and will serve as the health screening check point and the first-place staff and students visit when arriving on campus.

2. The entry/screening areas and any equipment used will be cleaned with disinfecting wipes by staff after screenings.
3. After school reopens, assigned staff persons will be posted at established screening points for health screenings.
4. The screening area cannot be used during screening times as a space for student activities or walk through due to screenings that will be ongoing.
5. Late arrivals and visitors authorized to enter the building will report to main office where they will be directed to screening area.
6. Social distancing guidelines will be adhered to while in the building.
7. Adequate school supplies such as books, pencils, markers, etc. will be available to minimize sharing to the greatest extent possible.

Kitchen:

1. The kitchen area, including the pantry and supplies, are strictly off limits to anyone other than those staff assigned to support with food delivery.
2. Only the amount of staff that will allow the school to adhere to social distancing guidelines should be in the kitchen area at any one time.
3. Staff will wear masks during any times when others are present, or food is being prepared or handled. Staff will be notified when that period has expired, and restrictions can be eased.
4. As per current best practices, gloves will continue to be used in the kitchen area for both the handling of food and equipment.

Restrooms:

1. Social distancing requirements will be maintained while using any of the school's restrooms.
2. Handwashing expectations in the restrooms will be posted and adhered to.
3. The restrooms will be cleaned and disinfected at lunch time and at the end of each school day.

Face Masks

All staff 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 and/or Virginia. Any type of face mask is not a replacement for social distancing, which should be practiced whenever possible.

Protocols:

1. Staff must wear masks at all times on campus when in the presence of others (within 6 feet) with the exception of while eating or drinking
2. The school will provide masks to staff, but staff are asked to obtain a personal supply as well.
3. All visitors to campus must wear a mask for the duration of their visit.
4. Any visitor or staff member who does not wear a mask will be denied access to campus.
5. Students and staff must wear masks during off campus travel.
6. Students who refuse to wear a mask will not be allowed to leave campus.
7. Staff will review the following video for mask usage: <https://youtu.be/MNsj-8wtqA8>

References: See appendices E & F

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:

- Meals
- PE/athletic activities
- Related services sessions
- Art
- Laundry
- Working with any animal
- School store
- Any activity utilizing group supplies
- Any time a staff or student leaves campus
- Cooking

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

- Preparing & serving food
- Cleaning tasks
- Doing laundry
- Pouring medications
- Dispensing medications
- 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 by staff to practice proper handwashing techniques.
4. All students must demonstrate proper handwashing techniques to their classroom staff upon their return to campus.
5. All staff must wash their hands immediately after arriving on campus.
6. Staff and students are required to wash their hands before and after the activities listed above.
7. Signage will be posted throughout campus encouraging handwashing in accordance with CDC guidance.
8. 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.
9. Hand sanitizer may be used when handwashing is not possible but is not a replacement for proper handwashing.
10. If hand sanitizer is used in lieu of handwashing, staff and students should wash their hands at the next possible opportunity.
11. Adequate hand sanitizer and restroom/kitchen sinks are available for handwashing.

References: See appendices B & F

Medications

All current and standing medication protocols remain in effect for the pouring and passing of student medications. In addition to all standard Rivermont School medication protocols staff will wear face masks and gloves while pouring and passing medication.

Protocols:

- Current medication policy and procedures remain in effect.
- Staff will wear masks and gloves while pouring and passing medication.

References: See appendix D

Related Services

All related services, such as speech and language services, will continue to be delivered in individual and group settings while adhering to established social distancing guidelines.

Protocols:

1. Individual services will be provided in locations as appropriate.
2. Group services will take place in classrooms, where social distancing protocols can be maintained.

References: See appendices C & D

Outbreak Preparedness (General)

In cooperation with local health departments Rivermont Schools will report any positive test results of students or staff for COVID-19. In conjunction with CDC guidelines, and VDOE requirements, the local Virginia Health Department will initiate a public health investigation, contact tracing, and consultation on next steps to be taken.

Protocols:

1. If there are positive cases of COVID-19 in the school and the local health department determines that it is at risk of spreading, Rivermont School will undergo a fourteen (14) day dismissal to clean/disinfect/contact trace in consultation with local health officials.
2. Distance Learning Services will be provided during the fourteen (14) day dismissal period.
3. Parents and Guardians of students will be notified of a positive COVID-19 Test in the school building and will be advised that they may choose to have their student receive an extension of distance learning services through their IEP team in lieu of returning to school after the fourteen (14) day dismissal period.
4. During the dismissal period students and staff should self-quarantine and continue to practice preventive measures including proper handwashing, social distancing, wearing a mask, and other recommendations based on the CDC guidance.

References: See appendices A & C

Positive COVID-19 Test Reporting

In the event of a staff member develops symptoms related to COVID-19 (e.g. fever, coughing, & shortness of breath, etc.) or has been exposed to COVID-19 they will be instructed to contact the Employee Health Department by calling 434-200-1897. The employee will follow instructions given by Employee Health.

Protocols:

1. Any staff who does not exhibit symptoms or who has not been exposed to COVID-19 will continue to use prevention methods such as handwashing, social distancing, wearing a face mask, etc. Employees should also check [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) regularly for updates
2. Any staff who exhibits symptoms consistent with COVID-19 will be instructed to contact Employee Care Services for screening, practice self-quarantine, and adhere to Care Services instructions.
3. Once staff has met all criteria to return to work based on Employee Care Services guidelines they will be permitted to return to work.

4. All staff and students who had contact with a person testing positive for COVID-19 will follow guidance from Rivermont School, local health department, and personal physician.

References: See appendices C, D, & N

Room Occupancies and Prohibitions

Students and staff are strictly limited to assigned areas in the building 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 six feet between people whenever possible and the use of PPEs when available space is more confined.

Protocols:

1. Staff may not enter offices or other spaces they are not assigned to unless directed by administration or if the specific scheduled activity allows for use of that space.
2. Staff are responsible for sanitizing high contact surfaces in shared spaces before leaving the space.
3. Staff personal effects may only be left in designated areas.

References: See appendices A, D, & G

Staff/Visitor Temperature & Wellness Screening

Temperature and wellness screenings will be performed consistent with guidelines outlined by the CDC.

Protocols:

1. Each workday, all staff and visitors will be screened for signs and symptoms of COVID-19 prior to being granted access to the school building.
2. The check-in staff will log all staff and visitor temperatures that exceed 100.4.
3. Staff who exhibit signs of a communicable disease, fever at or above 100.4, or answer yes to screening questions will be denied access to the building unless a clear, non-contagious cause for symptoms can be confirmed.
4. If symptoms arise while on the job, staff should immediately stop work and consult with administration and Employee Health. Administration will assist in arranging safe transportation to home or a healthcare facility if necessary.
5. The staff will then inform administration of any individuals, equipment, and locations with which they had contact; all such equipment/locations will be disinfected.
6. Staff who are denied access to the building must self-isolate until their symptoms have subsided and they have been cleared by an authorized medical professional and Employee Care to return to work.
7. In the event of staff absence, substitutions and/or staff realignments will be implemented in order to assure adequate staff/student ratios.
8. Rivermont School will make accommodations, as appropriate/possible, in supporting those staff at higher risk for severe illness.

References: See A, B, D, E, I, L, O, & N

Student Temperature & Wellness Screening

Temperature and wellness screenings will be performed consistently by following guidelines outlined by the CDC.

Protocols:

1. Each school day, the designated staff will check student temperatures at prior to the student entering the building.
2. Student temperatures exceeding 100.4 will be logged in a screening log.
3. Posters about COVID-19 symptoms and disease prevention will be displayed in hallways and classrooms to educate and orient staff and students of COVID-19 symptoms which are identified by the CDC.
4. If a student's temperature is at or above 100.4, administration will notify the parent and immediately isolate the student in an area away from others; all equipment/locations with which the student had contact, will be disinfected.
5. The student will return home, follow self-isolation at home and the student must be cleared by an authorized medical professional to return to school. Administration will assist in arranging safe transportation to home or a healthcare facility if necessary.
6. Students are instructed to stay at home when sick. When possible, special precautions, such as maintaining greater distances, transitioning separately, etc., will be taken to protect those students who are at greater risk for severe illness. Those students who are unable to attend school will be provided remote learning services.

References: See appendices A & O

Training

New staff and annual staff training will continue to be conducted. To meet training requirements, such as annual certification expectations in the Mandt System, exposure to blood-borne pathogens, medication administration, CPR/First Aid, etc., staff may need to adapt to alternate methods such as teleconference, on-line testing, etc.

1. The Principal, in collaboration with other administrators, will coordinate and facilitate the implementation of a COVID-19 focused training (PowerPoint developed), using this document as direction. Content of the PowerPoint will be taught to staff, students, and families either in-person or in writing, or both. Staff will review the COVID-19 Mitigation 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 and students will be trained and continually reminded in the protocols concerning COVID-19 pandemic procedures through signs and verbal reminders.
5. Information on the protocols concerning COVID-19 pandemic procedures, as well as any updates, will be sent to parents.

Transitions

Transitions are a highly structured part of Rivermont School's programming. Student transitions occur several times during the course of the academic day. During all transitions, students line up and are reminded of expectations for the hallway.

Protocols:

1. Marks will be placed on both sides of the hallway to visually remind students of the direction they will be moving.
2. In addition, marks will be placed six (6) feet apart from one another to indicate social distancing prior to transitioning in and out of their classrooms.
3. Students and staff will maintain six (6) feet of social distance between on another while walking as a group from one location to another.

References: See appendix D

Travel

Employee Personal Travel

All employees must notify their Principal of any upcoming or recent international travel. We continue to follow the CDC guidelines of no travel outside the United States. Staff travelling outside the United States will require a period of self-quarantine after an employee's return as per Rivermont School Policy.

Professional Travel

Until further notice, all work-related travel including, but not limited to, conferences, meetings, professional development, and trainings is suspended. Work related travel will not resume until Rivermont School Policy is updated based on CDC guidelines.

Student Travel

No school sponsored field trips will occur at this time. Further guidance will be provided as we enter Phase III and beyond in relation to school sponsored trips.

References: See appendices A, B, C, D, & P

Quality Assurance

The Quality Assurance Manager will coordinate communications with legal and regulatory points of contact,

Licensing Agency

Virginia Department of Education
Division of Special Education and Student Services
VDOE Monitoring Specialist
P.O. Box 2120, Richmond, VA 23218
Phone: 804-786-3234
Fax: 804-371-8796

Accreditation

Virginia Association of Independent Specialized Education Facilities
919 East Main Street
Suite 1150
Richmond, VA 23219
Phone: 804-643-2776
Fax: 804-232-0034

The contact information for the local health will be kept in the main office.

Enforcement

To ensure reduced risk of exposure of employees, students, and worksite visitors to COVID-19, Rivermont 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 the 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, including but not limited to:

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

Rivermont School will follow its internal policies and procedures on employee discipline. A COVID-19 Committee is established with Principals serving as the point person at each school.

Closing

The safety of our staff and students is our primary concern. If it is determined that a safe environment cannot be maintained given the number of persons and the square footage of a classroom, the number of students receiving in-person services will be reduced in that room. If a safe environment cannot be maintained in the school, the school will be closed with the guidance and support of Centra, VDOE, and the local health department. Remote learning will be resumed to assure continuation of services.

Variations

Rivermont School will follow CDC Guidance for Schools, including social and physical distancing, enhanced health and hygiene procedures, cleaning and disinfecting measures, and other mitigation strategies. These precautions include, but are not limited to:

- Daily health screenings of students and staff
- Providing remote learning exceptions and teleworking (when possible) for students and staff who are at a higher risk of severe illness

- The use of cloth face coverings by staff when at least six feet physical distancing cannot be maintained
- Encouraging the use of face coverings in students, as developmentally appropriate, in settings where physical distancing cannot be maintained

Behavior management:

When working with students with disabilities, there will be situations when following some precautions will not be possible/practical. As always, staff is required to exhaust all non-physical interventions first. An additional tool that will be utilized to reduce physical restraints is blocking pads. Staff will be trained in the use of these pads to keep the students and staff safe from being harmed by aggressive behaviors while trying to avoid physical contact. These pads will be disinfected after each use. In the event that physical restraint becomes necessary to keep everyone safe, staff will assure they have a secure fitting face covering and disposable gloves. After the student has de-escalated, the staff and student will wash their hands and any exposed skin thoroughly. All involved will be advised to launder their clothing. These precautions will be followed after the use of any technique/activity that involves physical contact.

Individual instruction and Self-care training/assistance:

There will be times during instruction/training when it will be difficult to maintain social distancing requirements. Physical guidance/prompting, individual support, self-help, toileting, handwashing, feeding, and showering are examples of situations when staff and a student would be required to be closer than six feet apart. During these times, staff will wear face covering and disposable gloves. Students will be encouraged to wear face covering and gloves, as developmentally appropriate. Some students with intellectual disabilities, autism, social/emotional disabilities, or hearing impairments may be frightened or find communication/learning difficult when face to face with a masked staff member. In this case, staff will wear a clear face shield. Sneeze screens may also be used as additional protection when working in close proximity. Shared materials/equipment will be disinfected after use and staff/student will wash their hands or use hand sanitizer after removing their gloves.

Appendices

Appendix A: [CDC - Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019](#)

Appendix B: [CDC - Guidance for Child Care Programs that Remain Open](#)

Appendix C: [CDC - K-12 Schools and Childcare Programs FAQs for Administrators, Teachers, and Parents](#)

Appendix D: [CDC - Social Distancing](#)

Appendix E: [CDC – Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

Appendix F: [CDC – How to Protect Yourself & Others](#)

Appendix G: [CDC – Cleaning and Disinfecting Your Facility](#)

Appendix H: [CDC – COVID-19 and Animals](#)

Appendix I: [CDC – Caring for Someone Sick at Home](#)

Appendix J: [CDC – COVID-19 Guidance for Shared or Congregate Housing](#)

Appendix K: [U.S. DOL – Employee Rights Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act](#)

Appendix L: [CDC – Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#)

Appendix M: [U.S. FDA – Best Practices for Retail Food Stores, Restaurants, & Food Pick-Up/Delivery Services During the COVID-19 Pandemic](#)

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

Appendix O: [CDC – Symptoms of Coronavirus](#)

Appendix P: [CDC – Visiting Parks and Recreational Facilities](#)