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**Infectious Disease (COVID-19)**  
**Preparedness and Response Plan**  
**Prevention of SARS-CoV2/COVID-19**  
**Based on Virginia's Final Permanent Standard**  
**Enacted September 8, 2021**  
**Effective October 8, 2021**

This plan describes and outlines **Norton City Schools** response to the prevention of SARS-CoV2/COVID-19, based on Virginia's Final Permanent Standard Enacted September 8, 2021.

**Norton City Schools**, in accordance with Virginia Code 16VAC25-220-40, establishes the following amended guidelines to ensure compliance with requirements of the Virginia Code to protect employees from workplace exposure to the virus that causes COVID-19.

The following employees should **not** report to work and, upon notification to **Norton City Schools**, and will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with (defined as sustained interaction within six-feet for fifteen minutes or more, with or without a face-covering) and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact (defined as sustained interaction within six-feet for fifteen minutes or more, with or without a face-covering) with and/or live with any person displaying COVID-19 consistent symptoms (who have not received an alternative diagnosis), such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements.

**Self Monitoring**- Employees are encouraged to self-monitor for signs and symptoms of COVID-19.

Symptoms include:

- 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

(This list is not inclusive of all possible symptoms. Please see the CDC website as updates will be provided when additional symptoms are discovered.)

Employees exhibiting symptoms are required to contact the nurse assigned to their school to determine if testing and quarantining is warranted. The nurse will work closely with the Virginia Department of Health to complete necessary contact tracing and to determine who should be tested and quarantined.

Should the employee be required to test or quarantine the employee must:

1. Contact their supervisor and follow normal call-in procedures.
2. Provide a copy of the positive result to the school nurse.
3. Provide a copy of a VDH or healthcare provider excuse from work, if requested.

If a vaccinated employee tests negative, they may return to work immediately if symptoms have improved or resolved.

Unvaccinated employees who develop symptoms without a known exposure should test immediately. Should an employee's test come back positive, the employee must isolate as directed by the Virginia Department of Health.

**Notification of Exposure** – Should an employee be identified as a close contact to someone who has been diagnosed with COVID-19, they should be removed from the business in regards to their vaccination status. If a vaccinated employee is exposed, they are not required to quarantine and can continue normal work activities, but they must mask for at least 5 days (with a negative test between 3-5 days post-exposure) or mask 14 days if they decide not to test.

Unvaccinated employees must be immediately removed from the workplace.

Unvaccinated employees must follow the recommendation from the Virginia Department of Health in relation to guidance for school settings.

Employees can access a free diagnostic BinaxNOW testing kit through Norton City Schools. Consent to receive the home testing kit must be signed by the employee before receiving it.

**Notification of Positive Test** – Should an employee test positive, the supervisor and school nurse must be notified immediately. Within 24 hours of discovery of the

employee's positive test, contact tracing shall be performed, and other potentially exposed employees shall be notified. Confidentiality of the confirmed Covid-19 employee shall be handled in accordance with the requirements of the Americans with Disabilities Act (ADA) (42 USC § 1201 et. Seq) and other applicable federal and Virginia laws and regulations.

**Identification and Isolation of Sick and/or Exposed Employees - Norton City**

Schools risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law, and health-related information and documentation gathered from employees is maintained confidentially in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation or destroyed immediately (e.g. electronic thermometer readings).

**Personal Protective Equipment** – All employees shall be supplied PPE that is associated as a requirement of their position (such as masks, face shields, safety glasses, etc.)

Employees shall also be provided hand sanitizer and have easy, frequent access and permission to use soap and water for hand washing purposes. Cleaning supplies will be made available for easy access to each employee as necessary to provide additional cleaning in the work area as deemed necessary by the employee.

**Physical Distancing** – Employees vaccinated or unvaccinated are to physical distance to 6 feet in all workplace settings to the greatest extent possible and when at all feasible to preserve and protect the workforce and allow operations to continue.

**Masking** – As an employer, Norton City Schools shall provide masking and require all employees to wear face coverings while indoors or traveling in a work vehicle unless their work task requires a respirator or other higher level of PPE. The mask must cover both the nose and mouth.

In some cases, the elimination of use or travel in shared work vehicles by unvaccinated employees may be necessary and employees may be required to utilize alternate means of transportation. When an employee who is not fully vaccinated must share a work vehicle or other transportation with one or more employees or other persons because no other alternatives are available, such employees shall be provided with and

wear respiratory protection such as an N95 filtering facepiece respirator or a face covering at the option of an employee.

A fully vaccinated employee who must share a work vehicle or other transportation with one or more other employees because no other alternatives are available shall be provided and wear face coverings.

**Exceptions (when face masks are not required):**

1. When an employee is alone in a room.
2. While an employee is eating or drinking, each employee should be six feet away to the greatest extent possible and when feasible.
3. When employees are wearing respiratory protection in accordance with 16VAC25-90-1910.134.
4. When it is important to see a person's mouth (communicating with someone who is deaf or hard of hearing) when conditions do not permit the use of a clear face shield.
5. Medical conditions, religious beliefs as documented with their supervisor.
6. Hazardous to the employee due to presenting serious injury or death (heat stress, safe operation of equipment, etc.). Employees will be required to wear alternative protection such as a face shield if conditions permit.
7. Where a face shield may be otherwise required. Shields must be cleaned daily and not damaged.

**Common Areas** – Common areas such as break rooms and lunchrooms should follow guidance of social distancing and wearing a mask while indoors to the greatest extent possible. Required postings, in accordance with CDC and VDH guidelines, are available in these areas.

**Disinfecting Requirements** – Offices, common areas, hallways, classrooms, buses and high traffic surfaces (such as door handles) shall be cleaned with soap once per shift when no suspected or confirmed COVID case has been in the area.

In areas where infected persons have been present, if less than 24 hours they must be cleaned and disinfected, after 24 hours cleaned, after 3 days, no cleaning beyond normal cleaning practices.

**Vaccinations** – Proof of vaccination is **not** required at this time. Quarterly, or as requested by the Virginia Department of Education, an anonymous survey will be administered to employees to determine the percent of vaccinated and unvaccinated employees in the Division.

**Anonymous Complaints** – Employees who wish to place anonymous complaints regarding COVID-19 precautions policies and procedures may complete and submit an employee reporting form through Google located at:  
<https://www.nortoncityschools.org/Content2/244>.

Complaints will be investigated and handled according to current COVID-19 standards and guidelines. Employees shall not be reprimanded nor retaliated against in any way for reporting violations.

**Norton City Schools** has assigned the following individuals to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

<b>Health Officer(s)</b>			
<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Phone Number</b>
<b>Dr. Gina Wohlford</b>	<b>Superintendent</b>	<b>Norton City Schools</b>	<b>276-679-2330</b>
<b>Dr. Scott Addison</b>	<b>Superintendent Designee</b>	<b>Norton Elementary &amp; Middle School</b>	<b>276-679-0971</b>

For the purpose of ensuring compliance with the most recent safety and health requirements, the Superintendent is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. They are also responsible for providing employees with a copy of this plan, and providing employees with an additional copy upon request, as well as ensuring employees are properly trained in accordance with the Virginia Temporary Emergency Standards and, if necessary, retrained.

**Determination of Exposure** *Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. “High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet of known or suspected sources of SARS-CoV-2. It has been indicated that all Norton City Schools employees working in the educational setting would be in this category based upon the transmission rates in our area and the level of exposure to one another in the workplace.*

## **Basic Infectious Disease Prevention and Control Measures**

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease Norton City Schools will keep up general housekeeping in the workplace, as well as implement additional housekeeping actions to ensure the safety and health of employees and decrease the chances of spread of an infectious disease. These additional housekeeping practices that have been implemented include but are not limited to:

- All restrooms, common areas that remain in use, classrooms, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected at frequent intervals.
- All contact surfaces of vehicles and school buses used by more than one person are disinfected at the end of each person's use.
- All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#).
- Large gatherings are minimized whenever possible; staff meetings are held virtually, postponed, or cancelled.
- Employees are encouraged to maintain physical distance to the greatest extent possible, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out, and during work (to the greatest extent feasible);
- Employees are encouraged to keep six feet apart when one or more persons is present in their work area to the greatest extent possible;
- Employee interactions with the general public are modified to allow for additional physical space between parties, as well physical barriers (where feasible and appropriate) and precautions such as face-coverings where such barriers are not feasible or appropriate. In addition, many face-to-face interactions, when necessary, are being conducted by appointment only, and visitors are asked to self-screen prior to arriving on our campuses.

**Training-** All employees at Norton City Schools will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as

well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- Companies Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE

All employees in the workplace will be trained on this subject and procedures utilizing Safe Schools training modules and VACORP training. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

- Employee name
- Employee's signature (physical or electronic)
- Date

Norton City Schools will certify all employees are trained on the Emergency Regulations for COVID-19 through a combination of recorded training, employee directed self-review, and opportunity for employees to ask questions regarding training topics, workplace controls, and this Plan.

Training records will be kept by the Health Officer.