

# North Carolina Virtual Academy Safe Return to School



To ensure the safety of all students and staff as we return to in-person testing, the following plan has been implemented.

## **Pre-Testing Information for Students:**

1. Visit the NC DHHS website to [see the Public Health Toolkit](#) that has guided us in creating a thorough and meticulous plan for reducing any chance for exposure to COVID-19. This email is intended as an overview of that process and what you and your student can expect to see; if you would like more information, please let me know what questions/concerns you have so I may address them.
2. Over the next few days, please review and practice following the Three W's: wear a mask, wait six feet apart, wash hands often.
  - a. Cloth face coverings must be worn by all staff, students, and families when inside the building and outside on school grounds.
    - i. Please look through the [CDC's guidance on wearing and removing cloth face masks](#) and the [CDC's use of cloth face coverings guidelines](#).
    - ii. Please be sure **you and your student each bring a clean face covering**. To properly launder a reusable cloth face covering between uses, you should use hot water and a high heat dryer.
3. The physical symptoms of contracting COVID-19 may be more obvious to see, but the disease can and has taken a mental toll on our society as well. If needed, please call the Hope4NC Helpline at 1-855-587-3463 or reach out to your school counselor for mental health and wellness resources.
  - a. We encourage you and your family members to talk with people you/they trust about COVID-19 concerns and how you/they are feeling.
  - b. It is advised to take a break from watching, reading, or listening to news about COVID-19 if you are feeling overwhelmed or distressed.
  - c. Stay physically fit (eating healthy, exercising, getting enough sleep, and finding time to unwind) to support mental resilience.
4. On the days leading up to testing, and on the day of, please **keep an eye out for signs that your student should stay home**, including:
  - a. If your student or anyone in your household has received a positive diagnosis of COVID-19 and/or are [showing COVID-19 symptoms](#) (fever of 100.4°F or higher, chills, sore throat, cough, shortness of breath or difficulty breathing, congestion or runny nose, headache, nausea or vomiting, new loss of taste or smell, diarrhea, muscle pain, fatigue).
    - i. Children under 18 may have milder symptoms, and those with COVID-19 may not initially present with fever and cough as often as adults.
  - b. If your student has had close contact (within 6 feet for at least 15 minutes) with a person who has COVID-19.
  - c. If there is a positive diagnosis, symptoms of the disease, or a medical professional has told your student to quarantine, please contact me to let me know of your situation and we will discuss a plan on how to proceed.
5. Review the attached *Sign In and Out Process- For Families* document, so you know what to expect on test day. It is also recommended that you print this document and bring it with you on test day or have it available electronically for review.
  - a. Plan to arrive at the testing site 15-30 minutes before your assigned testing time.

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- b. You should **bring a piece of paper (at least 8"x11") with your student's name written on it as big as possible, to put in your car window**, so staff know which student is in each vehicle.
- c. **Bring a water bottle** in case you get thirsty during testing.

## Pre-Testing information for Staff:

### **DO NOT COME IF...**

1. You have had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID
2. A health department or health care provider has been in contact with you and advised you to quarantine
3. You have any of these symptoms in the last 10 days: fever (100.4°F or higher), chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell
4. You have had a fever within the last 24 hours
5. You have been diagnosed with COVID in the last 10 days

\*\*Let Emily know as soon as possible if you fit one or more of these restrictions

Launder your cloth face covering, if you have one. It's recommended to use hot water and a high heat dryer between each use.

## Testing Day:

### **DAY OF TESTING- WHEN YOU FIRST ARRIVE**

- Required minimum PPE: cloth face covering, gloves
  - Both are available at the office if you don't have your own
- Cloth face covering should be worn covering both your nose and mouth anytime you're interacting with or in the same room/space as other staff, students, or parents
- Gloves are to be worn anytime you're handling cleaning materials or any supplies someone else may also handle (handles, paper/pencils for students, etc.)
- When you get to the office put on your mask before entering the building via the back door
- You will use hand sanitizer, have your temperature taken, and complete a health screening questionnaire
  - If there's a red flag from either (temp or screening), you will be sent home and should follow up with a health care provider

### **DAY OF TESTING- BEFORE TESTING**

- Work with other staff to clean the office and supplies (wear gloves)
  - This cleaning needs to happen before the morning session, before the afternoon session, and after the afternoon session
    - Disinfectant spray: cloth part of chairs in big testing room

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- 409/paper towels: door handles (both sides of the door) of the door between the reception area and the testing room
- About 30 minutes before testing is to start, use the restroom if you need to then get the testing room ready
  - Make sure there's enough hand sanitizer in the bottle on the round table
  - There should also be a box of tissues, a trashcan, and enough bottles of water in the room for each person
    - Have these supplies to the side, where it's easy for you or the test administrator to access them if they're needed, but not in a place where a student may think they should just help themselves
  - Make sure the chairs and computers are at the far side of the table; as far away from the aisle as possible while still facing the front of the room/whiteboard
  - Decide with the test administrator how you'll monitor the room while making sure you stay at least 6 feet away from each other
- Once everything is set, head to the back entrance (take the room roster(s) and a pen with you) and—from inside—make eye contact with the Sign-In/Out person and give them a thumbs up to let them know you're ready for a student
- While the student is in the sign in area and you're at least six feet away, ask them for their name and mark them as "present" on the roster, then explain to them that it's important they try to remember to not touch their face and to keep their hands to themselves (don't touch the walls/tables as they walk)
- Point out the X's on the ground
  - Emphasize the importance of going straight from one X to the next
  - Explain to them that they can't go to an X if someone is already on it
- Slowly demonstrate how to walk and keep six feet distance using the first few X's on your way to the test room; correct any mistakes they make and give encouragement when they do it right
- When you get to the test room show them how to get hand sanitizer and explain they should only rub it in on their hands
- When you get to the "T" in the testing room aisles, walk to the X in the opposite direction of the student's seat
- Tell the student to follow the X the other direction and provide additional instructions to help direct them to their seat
- Once the student is seated, return to the kitchen, make eye contact with the Sign-In/Out person and start the process all over again
- Once the last student is in their seat stay in the room to support the test administrator as needed

### DAY OF TESTING- DURING TESTING

If a student...

- Wants to stand during the break

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- Instruct them on how to do so in a way that makes sure there's always at least 6 feet between everyone in the room
- Wants water
  - You or the test administrator will instruct the student to scoot their chair back from their table a little, then put the bottle on the table within their reach
    - They will drink what they need while sitting in their seat
  - When they're done, they'll make sure the cap is secure, set the bottle on their table as close to the aisle as they can without getting out of their seat, then scoot back up to their table
- Needs to use the restroom
  - Have them put their answer sheet in their test booklet, then remind them about not touching anything and staying on the X's
    - Have them follow you to the front of the room and lead them across the reception area
    - Tell them not to touch the door as they leave the room
    - When you get to the restroom, go to the X past the No Standing Zone and remind the student about not touching their face
    - Tell them it's important to wash their hands very carefully, and suggest they sing the Happy Birthday or alphabet song while they rub the soap in their hands
    - Wait for them to come out of the restroom and make sure their mask is in place
    - Take the student back to their seat and resume their test—they need to use hand sanitizer as they re-enter the room
- When a student finishes their test
  - Let the Traffic Control and/or Sign-In/Out person know, so they can call the parent

### **DAY OF TESTING- AFTER TESTING**

- Once the students are gone (after both the morning and afternoon sessions), work with the other staff to clean the testing room (tables, chairs, computers, door handles) following the same directions as the morning cleaning (see DAY OF TESTING- BEFORE TESTING for specific cleaning directions)

### **IF WE HAVE A PRESUMED CASE OF COVID (I.E. SHOWING SYMPTOMS DURING TESTING)**

- Yourself: Let Emily know right away
- Student
  - Let the Traffic Control Person know; they will get the student from the room and handle the situation from there
- Staff
  - The Traffic Control person will take over that sick person's role

**AFTER TEST DAY-** If you or anyone in your household is diagnosed with Covid in the next week, let Emily know right away.

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On Site Screener:

<b>Office Use Only</b>		
Student Name:	Student ID Number:	
Test:	Today's Date:	
Student's Temperature:	Health/Release Form Completed: _____	
Care-Giver ID Provided at Sign-In: _____	Care-Giver ID Provided at Sign-Out: _____	
<b>Health Screening</b>		
Directions: Answer the questions below for your child by putting a checkmark in the Yes or No box next to each question.		
	Yes	No
1. Has this student been diagnosed with COVID-19 in the past 10 days?		
2. Has this student had close contact (within 6 feet for a total of 15 minutes) in the last 14 days with someone diagnosed with COVID-19?		
3. In the last 14 days, has any health department or health care provider been in contact with you and advised this student to quarantine?		
4. In the last 10 days, has this student had any of the following symptoms: fever, chills, shortness of breath or difficulty breathing, cough, loss of taste or smell?		
I attest that this information is true to the best of my knowledge.		
_____	_____	
Signature	Date	

<b>Student Release</b>	
Sign-In	Sign-Out
Care-Giver Initial: _____	Care-Giver Initial: _____