



# School Campus COVID-19 Mitigation Health Plan

Revised 1/3/2022



Berryville Campus



Midlothian Campus



Winchester Campus

**GRAFTON**  
**School Campus COVID-19 Mitigation Health Plan Revised 1/3/22**

<b><u>Contents:</u></b>	<b>Page</b>
General Statement .....	3
Monitoring Team .....	3
School Campus Updates .....	4
Promoting Behaviors That Reduce Spread of COVID-19.....	5
Student Transportation.....	6
Health Screening and School Entry.....	7
The Care of Students or Staff That Arrive Sick or Become Sick .....	8-11
Personal Protective Equipment .....	12
Maintaining Health Environments.....	12-13
Communication Plan.....	13-15
Social Distancing .....	15
Maintaining Healthy Operations.....	16

## **GENERAL STATEMENT**

Grafton is committed to providing educational experiences which allow all students to excel and achieve their individualized goals. Achieving this mission can often mean remaining flexible in both structure and content in order to be responsive to the changing needs of our student population. Addressing the needs of our students and staff in response to the COVID-19 pandemic has been a testament to that flexibility as Grafton was able to quickly mobilize into three streams of student support, (a) on-site within group homes for residential students, (b) via a distance learning plan for day students which provided both individualized and group instruction, (c) telehealth for related services such as speech therapy and occupational therapy.

Grafton will continue to take proactive steps to protect the workplace in the event of an infectious disease outbreak. We continue to encourage our employees to engage in good hygiene practices while at work, especially washing their hands with soap and water or using hand sanitizer. Grafton has adopted a program called Just Wash It which emphasizes good hand hygiene.

Grafton will ensure a clean workplace, including the regular cleaning of objects that are frequently touched, such as toilet handles, door handles, and railings. It is the goal of Grafton that during a period of infectious disease outbreak our company will operate effectively and ensure that all essential services are continuously provided and that safe practices are maintained for our employees.

Our company will actively cooperate with the Virginia Department of Health as it monitors the COVID-19 situation in our communities. We will work with them to secure necessary vaccinations, if applicable, for our employees and clients served at our various sites.

Centers for Disease Control best practices will continue to be deployed as part of our overall plan to address emerging situations associated with this event.

## **Monitoring Team**

A Monitoring Team has been created to lead the organization's efforts related to the COVID-19 pandemic and develop the overall organizational pandemic plan (Appendix A). This Monitoring Team will be responsible for ensuring adequate supply lines for personal protective equipment, hygiene, and cleaning supplies, assessing compliance with existing protocols, the development of additional protocols, and maintaining open communication with the local health department(s) associated with each school location.

Additionally, this team is responsible for collecting daily data with which to monitor clients and employees in relation to COVID-19 risk. Tracking to include any reported symptoms of concern along with medical assessment follow-up for clients and staff absenteeism due to illness or potential exposure. This team meets via conference call each day and is responsible for

enacting enhanced safety protocols due to potential exposures along with determination of classroom or school closure due to exposure or outbreak. This team will continue to meet daily until the pandemic ends.

Monitoring Team Membership includes:

Robia Fields – MD, Medical Director  
Holly Spindle – RN, Nurse Manager (Berryville)  
Sandra Riffie – RN, Nurse Manager (Winchester)  
Calisa Edwards -- RN Nurse Manager (Midlothian)  
Scott Zeiter – Executive Vice President  
Rachel Reeder – Executive Director (Loudoun County Youth Shelter/Group Home)  
Allyson Davis – Executive Director (Winchester)  
Tony Sanders – Chief Operating Officer/Facility Based Services (Berryville)  
Tony Wilson – Facilities Development Administrator  
Brenda Belfield – Office Manager (Richmond)  
Drew Landenburger – MS.CNS, Metz (Food Service)  
Lucinda Windham, RD, Metz (Food Service)

Monitoring Team Backups:

Berryville Campus – Megan Dellinger, Patient Care Coordinator  
Facilities – Walter Good, Director of Facilities/Transportation  
Nursing Richmond/Winchester – Brandy Arrington, Registered Nurse  
Richmond Services – Teresa Jerabek, Administrative Assistant  
Winchester Services – Pamela Kuehl, Clinical Administrator

### **School Campus Updates**

As we continue to ensure continued services for all clients, it is of great import that each campus site examine both physical plant and staffing capacity to meet the educational, physical, and emotional needs of enrolled students. As such, each campus has responded to the needs of their client base along with the risk level of their physical location in order to ensure the needs of the specific students enrolled at that site are met. Each site's plan is detailed below:

**Berryville:** As a residential school site, Berryville residential students have continued to attend their regularly scheduled classes on-site throughout the generalized closure of both public and private-day schools. As determined by a required meeting of each student's IEP team, day students will be permitted to return to campus beginning 1/31/22.

**Richmond and Winchester:** As private-day school sites with associated community based therapeutic group homes for residential students, Richmond and Winchester residential

students received direct instruction and related services in their group homes throughout the generalized closure of both public and private-day schools while day students received distance learning and related services supports via Zoom. Richmond and Winchester residential students returned to their campus school site for instruction on July 13, 2020 and day students returned across August and September, 2020 with day students and residential students being allocated separate classrooms until November 29, 2021 when day students and residential students were again combined into classroom spaces. Virtual instruction remains an option for day students should their parent or legal guardian request this option and their IEP team agree.

## **Promoting Behaviors That Reduce Spread of COVID-19**

### **Training**

Throughout the generalized closure of both public and private-day schools, Grafton's educational programs have remained in physical operation either by providing educational services within the therapeutic group home of residential students or through on-going use of school facilities at the Berryville PRT site. As such, staff have been provided with ongoing information and training as it relates to COVID-19 and samples are attached (Appendix B).

Training and information sharing topics include:

1. Proper Handwashing
2. Use of Hand sanitizer
3. Self-Monitoring for Illness and remaining home when ill
4. Physical distancing
5. Isolation and Quarantine Protocols
6. Proper use of Masks
7. Lock-down protocols and procedures
8. Risk factors for contracting COVID-19
9. Limiting gatherings
10. Limiting or stopping travel
11. Use of technology platforms
12. Grafton's procedures related to personal travel
13. Procedure for utilizing isolation or quarantine PPE (PAR) kits

### **Masks**

All staff are required to wear either a mask while on school grounds when students are present, with the exception of administrative or support staff while alone in their private office(s). Staff are not to remove their masks in the presence of students or when in a group gathering such as a meeting. Should staff need a short break from mask usage in order to eat, drink, or cool down, he/she may take a short break either outside of the school building in the open air or in a designated single use break area.

## **Student Transportation**

### **Residential Students**

Berryville: Students who reside at the Berryville Campus do not require transportation to attend school and instead walk from the dormitory to the school space.

Winchester: Students who reside in one of the therapeutic group homes within the Winchester service region will be transported to school with their housemates utilizing the vehicle(s) assigned to their home. Additionally, during the school day, each transport vehicle will be fully sanitized by housekeeping staff utilizing CDC recommended cleaners.

Richmond: Students who reside in one of the therapeutic group homes within the Richmond service region will be transported to school with their housemates utilizing the vehicle(s) assigned to their home. Additionally, during the school day, each transport vehicle will be fully sanitized by an outside contractor utilizing CDC recommended cleaners.

### **Day Students**

Day students will be transported by their home school division, parent, or private service provider to their assigned school site. As such, the provider of each students' transportation remains responsible for ensuring proper sanitation, screening, and social distancing protocols are in place and adhered to.

### **Specialized Transport Due to Illness**

Should a residential student become ill during the school day and be medically assessed to pose a COVID-19 risk, upon the direction of the medical team, he/she will be transported back to the group home by staff utilizing full personal protective equipment. Upon arrival at the home, the student will be placed in isolation in their assigned bedroom with support staff. The transport vehicle will then be fully sanitized utilizing approved sanitation materials.

### **Outings During the School Day**

Effective November 29, 2021, Grafton school sites will reinstate limited community based instruction and field trip transportation.

## Health Screening and School Entry

Grafton is required to ensure all students and staff entering each school campus are screened daily for COVID-19 risk factors along with general signs of illness. In order to comply with this requirement, each campus has developed a detailed screening plan and associated documentation (Appendix C) detailed below:

### Winchester and Richmond Group Home Residential Students

The health of residential students is monitored daily by the nursing staff assigned to each service region. As a function of returning to school, daily, nursing staff will complete a screening document for each residential student detailing any current risk factors and physical symptoms. Should the nurse deem the student ineligible to attend based upon reported symptoms or risk factors, he/she will communicate this decision to both school management and the group home staff prior to morning transport so the student remains at home. If cleared by nursing to transport to school, upon arrival, trained staff will take, and then document on the same screening form, the temperature of each residential student prior to granting entry to the school. Should a student exhibit of temperature of 100° or greater, the student will be immediately taken to an isolation location for assessment by a medical team member. All finalized screening forms will be turned in to nursing daily for review and upload into the student's electronic health record.

### Day Students

Parents/Guardians of Day Students will be asked to complete a health screening form daily to assess whether they should place their child on transport to come to school. Upon arrival, nursing staff will review the supplied form and also complete a secondary health assessment prior to permitting entry to the school. Should the nurse deem the student ineligible to attend based upon reported symptoms or risk factors, he/she will place the student in isolation and then notify both school management and the child's parent/guardian for pick-up. All finalized screening forms will be uploaded into the student's electronic health record.

### Staff

All school staff will be screened daily for both risk factors and temperature by trained staff member. A log of screening completion and result which contains the name of the staff, date, and staff member completing the screening will be housed in the nursing department.

**Note:** Many Grafton students are unable to answer risk factor screening questions upon arrival. Given day students arrive on transport from their sending school system, nursing staff cannot always complete the full health screening at the time of arrival and must instead rely upon parent/guardian report sent daily. Grafton nurses will ensure full review of parent/guardian answers to risk factor questions and will also take the temperature of each arriving day student.

## The Care of Students or Staff That Arrive Sick Or Become Sick

Grafton employs a medical team within each service region. As such, each school has assigned general nursing staff, nurse manager, and psychiatrist who provide for the medical care of students in conjunction with any associated external general or specialty providers.

Additionally, as a provider of related services, Grafton also employs a robust clinical team to meet the behavioral and emotional needs of our student populace.

### DEFINITIONS:

- **Criteria for Return:** 72 hours symptom free without the use of medications
- **COVID-19 Symptoms-** fever of greater than 100, chills, coughing, unusual shortness of breath or difficulty breathing, upper respiratory symptoms such as congestion or runny nose, fatigue, sore throat, body aches, or *new* loss of smell/taste.

### REFERENCED FORMS:

- **COVID-19 Screening form for students**
- **COVID-19 Screening form for staff**

### Richmond and Winchester Day Students

- Are prohibited from school if any **COVID-19 symptoms** are present. (If this occurs, a doctor's note will be needed to return to school **AND** the student must meet the **criteria for return**. If the doctor orders COVID testing, the student cannot return until test results are back and they meet the aforementioned **criteria for return**. If the test is positive, the guardian must contact a member of the medical team for further guidance on when the student can return.
- Must be screened daily using the COVID-19 screening form.
- If the answer to any of the COVID-19 screening form questions is yes, the day student must be assessed by the medical leader in that region.
- Until the assessment occurs, the day student will remain isolated in the designated isolation area.
- If the medical leader deems the child a potential risk for COVID-19, the student is to remain isolated until their parent/guardian picks them up.
- The medical leader is then to alert the parent/guardian that the child must be seen by a doctor. In order to return, there must be a doctor's note that lists the date of return and they must meet the Grafton **criteria to return**.



- If the student tests positive for COVID, the results must be provided to Grafton and the student is to remain out of school until they meet the *criteria for return*.
- Any day student becoming ill while attending school must be removed from the school area immediately and placed in the designated isolation area. The parent/guardian is then to be contacted for pick up and the aforementioned guidelines followed.

### **Richmond and Winchester Residential Students**

- Must be screened daily on school days by assigned nursing staff using the COVID-19 screening form **PRIOR** to leaving the group homes.
- If the answer to any of the COVID-19 screening form questions is yes, the residential student must be assessed by the medical leader in that region to determine if they are able to attend school that day.
- If the student is tested for COVID-19, the student is to remain out of school until the results are received and they meet the *criteria for return*.
- If there is a positive result, the student is to remain out of school for the appropriate quarantine time (as determined by state health department regulations) **AND** they meet the *criteria for return*. (All appropriate internal and external contacts are to be made for any positive test result and guidance for the use of personal protective equipment will be given.)
- If the residential student becomes ill during school, the student must be removed from the classroom immediately and returned home to isolate in their room, pending further instructions from the medical team of that region and the aforementioned guidelines for residential students followed.

### **Berryville Day Students**

- Are prohibited from school if any COVID-19 symptoms are present. (If this occurs, a doctor's note will be needed to return to school AND the student must meet the criteria for return. If the doctor orders COVID testing, the student cannot return until test results are back and they meet the aforementioned criteria for return. If the test is positive, the guardian must contact a member of the medical team for further guidance on when the student can return.)
- Must be screened daily using the COVID-19 screening form. This is to occur prior to entry into the facility in the vestibule area.

- If the answer to any of the COVID-19 screening form questions is yes, the day student must be assessed by the medical leader in that region.
- Until the assessment occurs, the day student will remain isolated in the designated isolation area.
- If the medical leader deems the child a potential risk for COVID-19, the student is to remain isolated until their guardian picks them up.
- The medical leader is then to alert the guardian that the child must be seen by a doctor. In order to return, there must be a doctor's note that lists the date of return and they must meet the Grafton criteria for return.
- If the student tests positive for COVID, the results must be provided to Grafton and the student is to remain out of school until they meet the criteria for return.
- Any day student becoming ill while attending school must be removed from the school area immediately and placed in the designated isolation area. The guardian is then to be contacted for pick up and the aforementioned guidelines followed.

### **Berryville Residential Students**

- Must be screened daily on school days using the COVID-19 screening form. This screening and temperature screening will be performed during the morning medication pass.
- If the answer to any of the COVID-19 screening form questions is yes, the PRTF student must be assessed by the medical leader in that region to determine if they are able to attend school that day.
- Until the assessment occurs, the PRTF student will remain in their dorm room.
- If the medical leader deems the child a potential risk for COVID-19, the student is to remain isolated in their room until seen by a doctor.
- If the student is tested for COVID-19, the student is to remain out of school in the designated isolation dorm until the results are received and they meet the criteria for return.
- If there is a positive result, the student is to remain out of school for the appropriate quarantine time (as determined by state health department regulations) AND they meet the criteria for return. (All appropriate internal and external contacts are to be made for any positive test result and guidance for the use of personal protective equipment will be given)
- If the PRTF student becomes ill during school, the student must be removed from the classroom immediately and returned to their dorm to await further instructions from the medical team, to determine if isolation is needed.

## **STAFF (All Locations)**

- Must self-monitor and **NOT** come to work exhibiting any COVID-19 symptoms.
- If calling out due to COVID-19 symptoms, a follow up call should be expected by the region's medical leader to determine the course of action.
- Must be screened daily upon arrival using COVID-19 screening form for staff as a guidance tool. This form should not be saved. Please document that the staff has been screened and whether or not they stayed for work or were sent home.
- If the answer to any of the COVID-19 screening form questions is yes, the staff must be assessed by the medical leader in that region to determine if they are able to remain at work that day.
- Until the assessment occurs, the staff is not to be in direct care with a student **OR** colleague.
- If the medical leader deems the staff is a potential risk for COVID-19, the staff is not to return until they have been cleared by a doctor.
- If the staff is tested for COVID-19, the staff is to remain out of work until the results are received and they meet the *criteria for return*.
- If there is a positive result, the staff is to remain out of work for the appropriate quarantine time (as determined by state health department regulations) **AND** they meet the *criteria for return*. (All appropriate internal contacts are to be made for any positive test result and tracers are to be determined if the staff has recently been in direct contact with a student or colleague.)
- If a staff member become ill during the school day, they must immediately leave the building and follow the aforementioned guidelines for staff.

## **Personal Protective Equipment**

Grafton risk management staff, along with the COVID-19 Monitoring Team, have worked diligently to establish and maintain supply lines for personal protective equipment.

Current general PPE protocols include the use of surgical, cloth, or KN95 masks worn by staff at all times when on campus (type determined by current risk level of the geographic area), use of gloves when there is potential contact with bodily fluids or when cleaning, and any other form of PPE deemed necessary due to the current event or at the direction of medical staff.

Examples include, but are not limited to, staff use of a face shield when assisting with tooth brushing or use of an N95 mask, gloves, gown, and face shield when supporting a student who is in isolation due to symptoms of illness.

## **Maintaining Healthy Environments**

### **General Housekeeping**

Each school campus maintains either housekeeping staff or a daily housekeeping contract to maintain the cleanliness of the school site. The Berryville campus and the Winchester campus employ multi-person housekeeping teams who ensure the students enter into fully sanitized school facilities daily while the Richmond site maintains a contract housekeeping service which cleans the school each evening after the school day concludes to ensure all areas are sanitized prior to arrival the next day. In addition, all three school sites have housekeeping or porter services available throughout the school day to provide for ongoing daily needs. All cleaning supplies conform with CDC guidance related to COVID-19 and are maintained in both inventory and storage by the facilities department.

During the school day, classroom and related services staff are provided with the cleaning supplies needed to maintain ongoing cleanliness of their individual classroom or office and, if applicable, assigned bathroom. These supplies include but are not limited to: Clorox wipes, disinfectant sprays, paper towels, hand soap, etc. Each classroom or office is supplied with a cleaning schedule (Appendix D) to ensure high contact surfaces along with general surfaces are cleaned during the course of the day.

### **Transport Vehicles**

Each school site has an assigned fleet of vehicles utilized to transport residential students to and from school. While students are in school, housekeeping staff in Berryville and Winchester along with a private contract provider in Richmond, will sanitize the interior and exterior of all student transport vehicles. Upon arrival at the group home after conclusion of the school day,

instructional or residential staff will again provide for sanitation of the vehicle utilizing approved chemicals.

Local school divisions maintain responsibility for sanitation of transport vehicles utilized to transport day students.

### Handwashing

Each school site has posted visual supports reminding staff and students of (a) the importance of handwashing and (b) how to properly wash hands as per CDC guidance. These postings are present both in general use areas and all bathrooms.

Handwashing schedules are also posted to ensure staff and students alike are reminded of when during the day handwashing is needed or recommended.

### Hand Sanitizer

In addition to frequent handwashing, it is also recommended all staff and students intermittently cleanse their hands with an alcohol-based hand sanitizer. Hand sanitizers are provided at all entries and exits and in all classrooms and related service areas.

### Supplies

To the greatest extent possible, students will be assigned designated supplies which will be labelled with their name and stored in a supply box or closet. When not practical or feasible to provide a designated supply, i.e. large equipment or technology, staff will ensure items are properly sanitized between uses.

### Physical Plant

All Grafton school facilities are maintained by an internal facilities and maintenance department. This department performs routine examinations of physical plant systems such as electrical, HVAC, sprinklers, pipes, etc. to ensure proper functioning and optimal performance. Given all Grafton facilities remained in use by administration during the school closure, no utility functions were dormant.

## **Communication Plan**

Clear, consistent, comprehensive communication is critical in an emergency such as the COVID-19 pandemic. Grafton is committed to sustaining this communication with all internal and external stakeholders. Various means of communication will be used including emails, telephone contacts, social media post, and website post. To ensure easy access to the most current

information, Grafton will post memorandums, response plans, and other applicable information/resources directly on its website [www.grafton.org](http://www.grafton.org).

#### Communication Chain for COVID-19

1. Should there be a potential exposure to COVID-19, parents, guardians, and associated agency representatives will be informed immediately via telephone call and follow-up email.
2. In conjunction with external notifications, the internal COVID-19 Monitoring team will be notified immediately via email.
3. The medical team will initiate any additional health and safety protocols deemed necessary based upon specifics of exposure including any needed internal notifications to impacted staff.
4. Should a potential exposure become a confirmed exposure, the Department of Health would be notified along with parents, guardians, associated representatives and internally impacted staff. This notification would also include the completion of a Serious Incident Notification Form.
5. Ongoing communication related to a confirmed exposure would be tailored to meet the needs of the exposure type and any resulting need for closure or service modification.
6. Given the highly confidential nature of medical information, specific classroom closure announcements will not be made on the website and will follow direct notification protocols to parents, guardians, agencies and impacted staff.

#### Communication Chain for Updated Training, Policies and Procedures

1. Should an updated training become available, all staff will receive a notification email apprising of the change. If the change impacts printed materials, the old materials will be removed from all buildings and the new materials posted.
2. Should a policy or procedure be updated which only impacts internal staff members, all staff will receive a notification email. If the change requires an update to an associated manual, the modified version will be posted to the appropriate section of [www.grafton.org](http://www.grafton.org) with an associated revision date.
3. Should a procedure be updated which impacts external parties such as parents or agencies, a letter of notification will be emailed and the case manager assigned to the student will then call to ensure receipt. The letter will also be posted in the COVID-19

section of [www.grafton.org](http://www.grafton.org). If the change requires an update to an associated manual, the modified version will also be posted.

## **Social Distancing**

Grafton will implement social distancing guidelines to minimize the spread of COVID-19 within each school campus. This said, given the needs of Grafton's student population, social distancing cannot be guaranteed. Examples of times where social distancing guidelines may not be able to be implemented include: staff assisting a student with toileting needs, staff assisting a client with medical needs, staff supporting a client when engaging in behaviors of concern such as self-injury or aggression, etc.

Social distancing guidelines while on the school campuses are as follows:

### **General**

1. Large gatherings of staff and student alike will not be permitted at this time. This includes the use of lunchrooms, gymnasiums, and theaters.
2. In Winchester, lunch will be provided to students in their individual rooms utilizing individual packaging. In Richmond and Berryville, lunch will be provided to students in both their individual classrooms utilizing individual packaging as well as in the cafeteria with no more than 2 classrooms being permitted to utilize the space at a time, with the groups positioned at the far corners of the space.
3. Field trips and community based instruction will be limited and must adhere to the COVID team list of approved locations.

### **Employees**

1. Employees will be encouraged to use the telephone, email, and video conference platforms to conduct business as much as possible, even when meeting participants are in the same building.
2. If a face to face meeting is unavoidable, the meeting time will be minimized, and 6 feet between each participant will be required. Shaking of hands or any other form of physical contact will be discouraged.
3. Congregating in work areas such as the copier rooms or other areas where employees typically socialize will not be permitted.

4. Employees will have assigned work locations and will not be permitted to enter classrooms not contained within that assignment, unless to support an emergent situation.

### Students

1. Students will be provided with training appropriate to their developmental level as it relates to the importance of social distancing and what social distancing is.
2. Student seating will be arranged so as to provide for no less than 6 feet of distance between students.
3. Students will be encouraged to maintain distance when moving about the classroom.
4. Students will be provided with visual supports of what 6 feet looks like.
5. Student arrival will be coordinated to provide for ample spacing as students exit transport vehicles and enter the building and residential students will have separate entry/exit points from day students.
6. Student groups will not comingle in general use areas such as gymnasiums and playgrounds and will instead have individual assigned times for use with sanitation between uses.

## **Maintaining Healthy Operations**

### Staffing

Due to the complex nature of our population and as well as regulatory requirements governing the hiring of personnel, the emphasis for staffing needs at Grafton resulting from a pandemic shall focus on the maximization of current staff. A variety of strategies may need to be activated for ensuring workplace coverage.

Each Regional Executive Director will oversee the utilization of alternative staffing patterns and work assignments for direct-care staff and personnel essential to continued program operations. They will report to the Monitoring Team when alternative scheduling and staff utilization are necessary. The Monitor Team, in conjunction with Corporate Department Heads, will oversee the deployment of administrative personnel to provide non-direct care support to the Regional Programs as necessary.

Alternative staffing strategies may include, but are not limited to, the following:

- Increase hours for all available substitute, PT, and PRN employees



- Mandatory overtime
- Temporary re-assignments
- Supervisory and Medical “on-call” rotation increased to overlap support needs beyond standard work schedules
- Maintenance, housekeeping, and nutrition services staff schedules collapsed/alterd to provide necessary cross coverage
- Cancel approved PTO and/or cease granting PTO

### Absenteeism

Grafton encourages all staff to continuously monitor their health and also any potential exposures that may place them at high-risk to bring contagion into the work environment. As such, Grafton has implemented a no-fault absenteeism procedure and encourages staff to stay home if they assess themselves to be a risk to others.

### Work Accommodations

Grafton is committed to being Employer of Choice. As such, when possible, work at home accommodations have been made for staff who can perform their job duties remotely and for whom exposure to others poses a health risk. Additionally, for those staff who their job duties cannot be performed remotely, generous personal leave procedures are in place to support their health and well-being.