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REVISED 01/24/2022



2021-2022



NHREC COVID-19 Health Mitigation Strategies



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New Horizons Regional
Education Centers



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www.nhrec.org

THIS PLAN IS SUBJECT TO CHANGE AS
PUBLIC HEALTH GUIDELINES ARE UPDATED

The guidance in this document is subject to change as directives are provided by governing authorities and/or health officials, or as environmental conditions change. New Horizons Regional Education Centers may have final discretion when implementing the COVID-19 procedures.

Introduction

The purpose of these guidelines is to outline how New Horizons Regional Education Centers (NHREC) will work to avoid the spread of COVID-19 illnesses for students and staff. These guidelines and expectations align to the fullest extent possible with Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), and the Virginia Department of Education (VDOE) guidance that addresses and promotes the safety, health, and welfare of our students, employees and the community we serve.

****This plan was reviewed by the NHREC Medical Taskforce and was updated in accordance with the new CDC guidelines released on January 6, 2022.****

Safety Guidelines for On-Campus Instructional Settings

While it is impossible to eliminate all risks of furthering the spread of COVID-19, the current science suggests that schools can take steps to reduce the risks to students, teachers, staff, and their families significantly. This guidance document contains information on four practices that minimize the likelihood of viral spread:

- **COMMUNICATION:** parental and public notices
- **PREVENT:** practices to prevent the virus from entering the school
- **RESPOND:** required practices to respond to a lab-confirmed case in the school
- **REDUCE RISK:** practices to reduce likely transmission inside the school

COMMUNICATION	
COVID-19 Medical Taskforce	NHREC will maintain a COVID-19 Medical Taskforce comprised of medically trained staff personnel responsible for providing recommendations to the NHREC Executive Director and the leadership team regarding COVID-19 concerns, practices, and procedures. In addition, each campus will have a COVID-19 Response Leader as the point of contact.
Attendance Policy and Procedures	<u>CTE Student Attendance Policy and Procedure</u> <u>Governor's School Attendance Policy and Procedure</u> <u>Center for Autism and Newport Academy Attendance Policy and Procedure</u>
COVID-19 Positive Case Notifications	Once NHREC has been informed of a positive case, parents and staff will be notified. This notification will be distributed to staff via email and parents via School Messenger email/phone call alert from the

	specific program. Additionally, if a staff member has been exposed, those individuals will be contacted by their campus-specific COVID-19 Response Leader or Human Resources.
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PREVENT	
Face Mask Policy and Procedure	<p>Face mask: A face mask is required for all students, staff, and visitors while in all NHREC facilities and administrative offices.</p> <ol style="list-style-type: none"> 1. Medical Waiver: If a student is unable to wear a face mask due to medical reasons while in school, parents/guardians must provide a medical waiver (include if face shield can be worn) and notify the school administration and campus-specific COVID-19 Response Leader that their student must remain unmasked due to medical reasons, giving the specific medical issue. This will allow the nurse to know the medical concerns of each student. 2. Religious Accommodation: If a student requests religious accommodation, the parent/guardian needs to contact the NHREC Executive Director (casey.roberts@nhrec.org or 757-766-1100) to initiate the process. 3. Outdoor Mask Wearing: CDC in general does not require people to wear masks when outdoors. There are no restrictions at this time for not having activities on playground equipment. 4. Should a positive COVID-19 case be present in the classroom of the unmasked student, the campus-specific COVID-19 Response Leader will make the parent/guardian aware of the exposure and the need for the student to quarantine if not fully vaccinated, if appropriate. Parents/guardians should be reminded that not all NHREC staff have been vaccinated and not all students have been vaccinated. Teachers are advised to take additional precautions when interacting with students who cannot wear a mask when providing direct conversation, teaching, or other activities with limited physical distancing. 5. If a student does not bring their mask, an emergency mask will be provided by the school for that day. If a student consistently does not bring a mask to school, the school will communicate with the parent/guardian.

Daily Screening Protocols	<p>NHREC will continue to utilize the School Info App COVID Tracker application to screen all staff and students before coming on campus. Temperatures will not be taken unless the student or staff shows symptoms.</p> <p><i>**Download the NHREC School Info App using the flyer attached to this plan.**</i></p>
COVID-19 Symptoms Include	<p>We ask all students and staff if they have any of the following symptoms or have had contact with someone with COVID-19 to remain home and contact your assigned campus COVID-19 Response Leader. If not in a school, please contact your direct supervisor. You will be asked several questions to determine if you can come to school/work or need to contact your medical provider.</p> <ul style="list-style-type: none"> ● <i>Temperature of 100.4 F or greater sustained for several hours or days.</i> ● <i>Sustained temperature of 100.4 F or lower with additional symptoms below.</i> ● <i>Cough (new issue, more than just occasional or asthma-related).</i> ● <i>Shortness of breath (new issue, not a diagnosed medical issue).</i> ● <i>Not feeling well, shaking/chills, feeling feverish.</i> ● <i>Headache (not just occasional; if accompanied with other symptoms no entry should be considered).</i> ● <i>Muscle pain all over the body (new issue, not a diagnosed medical issue).</i> ● <i>Sore throat, along with one or more listed symptoms.</i> ● <i>Vomiting today or within the last three days.</i> ● <i>Diarrhea today or within the last three days (new issue, not a diagnosed medical issue).</i> ● <i>New loss of appetite and/or taste and/or smell.</i> ● <i>Undiagnosed new skin rash over a moderate percentage of body.</i> ● <i>Close contact with someone who has tested positive for COVID-19 or the flu in the last 14 days OR suspected positive but not tested.</i>

RESPOND	
<p>What if a student says he/she is ill OR test positive?</p>	<p>If the student expresses he/she is ill:</p> <ol style="list-style-type: none"> 1. The student feels unwell in the classroom or upon arrival on campus. 2. Staff member(s) notifies their campus-specific COVID-19 Response Leader. 3. The campus-specific COVID-19 Response Leader assesses the student to determine if ill with COVID-like symptoms. 4. The student is placed in an isolation room if COVID-like symptoms are present. 5. Parent or emergency contact picks up the student or student receives permission to drive home from a parent. <p>If the student tests positive:</p> <ol style="list-style-type: none"> 1. Student or Parent communicates with the school that the individual in question has tested positive for COVID-19. 2. Receiving staff member notifies the assigned campus-specific COVID-19 Response Leader. 3. The campus-specific COVID-19 Response Leader will contact the parent/guardian to communicate the updated quarantine COVID-19 procedure: <ol style="list-style-type: none"> a. If vaccinated: the student will be sent home for five (5) days; monitor symptoms. If the student is asymptomatic on the fifth day may return to school on the sixth day. <i>No test is required to return.</i> b. If not vaccinated: the student will be sent home for five (5) days; monitor symptoms. If the student is asymptomatic on the fifth day may return to school on the sixth day. <i>No test is required to return.</i>
<p>What if a family member tests positive?</p>	<ol style="list-style-type: none"> 1. Student/Staff member states one of their family members at home has COVID-19. 2. Student/Staff member notifies the school nurse, COVID-19 Response Leader, or direct supervisor. 3. If the student has symptoms (with or without fever), they will be placed in isolation. 4. The campus-specific COVID-19 Response Leader will contact the parent/guardian to share with the parent/guardian that their student has informed the staff that someone in their home is COVID-19 positive. 5. If a Staff Member is displaying symptoms they will be sent home and coverage will be secured by the program leader..

	<ul style="list-style-type: none"> a. If vaccinated: the student/staff member does not need to isolate or quarantine and can return to class/work if asymptomatic. b. If vaccinated but showing symptoms: the student/staff member will be sent home for five (5) days; monitor symptoms. If the student/staff member is asymptomatic on the fifth day may return to school on the sixth day. <i>No test is required to return.</i> c. If not vaccinated: the student/staff member will be sent home for five (5) days; monitor symptoms. If the student/staff member is asymptomatic on the fifth day may return to school on the sixth day. <i>No test is required to return.</i>
What if a staff member tests positive?	<ul style="list-style-type: none"> 1. Staff member tests positive for COVID-19. 2. Staff member will alert their respective campus COVID-19 Response Leaders of positive test result and Human Resources. 3. Campus COVID-19 Response Team Leader or direct supervisor or Human Resources will contact the NHREC Executive Director. 4. If a school-based employee, parents and staff will be informed. 5. If a non-school-based employee is affected, staff will be informed. 6. If the staff member is a teacher, a substitute will be called to fill in during self-isolation, or another teacher will cover the class. 7. Affected parents and staff will be advised if it is determined to be an active, positive case. 8. Direct Supervisor or Human Resources will contact the employee to communicate the updated quarantine COVID-19 procedure: <ul style="list-style-type: none"> a. If vaccinated: the employee will be sent home for five (5) days; monitor symptoms. If the employee is asymptomatic on the fifth day may return to school on the sixth day. <i>No test is required to return.</i> b. If not vaccinated: the employee will be sent home for five (5) days; monitor symptoms. If the employee is asymptomatic on the fifth day may return to school on the sixth day. <i>No test is required to return.</i>

Criteria to Return	<ol style="list-style-type: none"> 1. Individuals having tested positive for COVID-19 shall continue to be excluded from working or attending activities on campus until the readmission criteria are met. The readmission criteria for COVID-19 are as follows: <ol style="list-style-type: none"> a. If symptomatic (with/without fever), exclude until at least five (5) days have passed since symptom onset, and fever-free* and other symptoms have improved. b. Individuals who test positive for COVID-19 but do not have any symptoms must stay home until at least five (5) days after being tested. c. No test is required to return after the recommended quarantine period (individual must be fever and symptom-free without the use of OTC medications).
Individuals who are close contacts	<ol style="list-style-type: none"> 1. If the organization is made aware that an individual is in close contact (that is laboratory confirmed), NHREC will notify the student's parents or staff members. <ol style="list-style-type: none"> a. Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a <u>clinically compatible illness</u>) if both the infected student and the exposed student(s) <u>correctly and consistently</u> wore well-fitting <u>masks</u> the entire time. b. CDC Link: https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html 2. Per CDC fully vaccinated individuals are not required to quarantine but may test five (5) days after exposure- quarantine will be determined by results. 3. Parents of students who are fully vaccinated or not vaccinated and are determined to be in close contact with an individual who has tested positive with COVID-19 may opt to keep their students at home during the recommended stay-at-home period (5 days). <i>This is a parent's decision and must be requested in writing. Absences will be excused if the request is approved.</i>
Continued Instruction During the Quarantine Period	<p>In the event a student is quarantined for a period of time, teachers will work with the student and the parent/guardian to ensure structures are put in place, so the student is able to continue learning and is not placed in a deficit position upon his/her return to school.</p>

REDUCE RISK	
What is being done to ensure all NHREC facilities are safe and clean for students and staff?	<p>The following best practices and cleaning/sanitizing measures are included to both day and evening custodians' responsibilities:</p> <ul style="list-style-type: none"> ● Wearing of disposable gloves while cleaning ● Wearing of face mask while in the school facility ● Using disposable cleaning cloths ● Increasing the cleaning of high-frequency touchpoints ● Using of hospital-grade cleaners ● Disinfecting of soft surfaces (carpets, furniture, drapes) ● Using disinfecting technologies ● Using specialized detergents to laundered materials ● Training of all cleaning staff ● Enhanced cleaning of school facilities where there is a positive case <p>Enhanced cleaning protocols will be utilized weekly on a predetermined schedule. Cleaning measures will include, but are not limited to:</p> <ul style="list-style-type: none"> ● Cleaning of bathrooms and lab spaces with hospital-grade disinfectant ● Disinfecting all air vents and ventilation returns ● Cleaning of all windows and blinds ● Cleaning of carpets with appropriate sanitizing solution ● Disinfecting of soft seating and lab equipment ● Thorough disinfection of surfaces throughout school buildings <p>All NHREC classrooms, offices, and lab spaces have dedicated hospital-grade filtered air purifiers to circulate the airflow in all buildings.</p>
What cleaning/disinfecting procedures will occur if an actual case of COVID-19 is reported?	<ul style="list-style-type: none"> ● The particular classroom(s) will be off-limits to all school personnel while being cleaned and sanitized. ● All areas that the individual came into contact with will be cleaned and sanitized ● Home School/Transportation will be notified for additional measures to be taken as deemed appropriate by the division.
Individual Hygiene Efforts	<ol style="list-style-type: none"> 1. We are asking all to practice good health hygiene to include washing hands with soap and water before the start of school, before and after eating, after use of the restroom, and before going home. If washing hands is not possible then utilize a hand sanitizer with an alcohol level of 60% or greater.

	<ol style="list-style-type: none"> 2. All should practice good cough etiquette of covering your mouth with a tissue or cough into your sleeve and reinforce this with students. If coughing occurs and the face-covering gets moist, a new face covering should be put on. You should have a new, clean face-covering each day. 3. When possible, personal distancing is advised. Where this will be more difficult will be in common areas like the hallways and restrooms, so please ensure face coverings are worn.
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ADDITIONAL RESOURCES	
COVID-19 Information	Guidance for COVID-19 Prevention in K-12 Schools USDOE Return to School Roadmap USDOE Resource for Parents on Returning to In-Person Learning Virginia Department of Health Healthy Back to School COVID-19 Safety Guide Virginia Department of Health: COVID-19 Testing Sites
FERPA and HIPAA Information	Health Information and Privacy Resource



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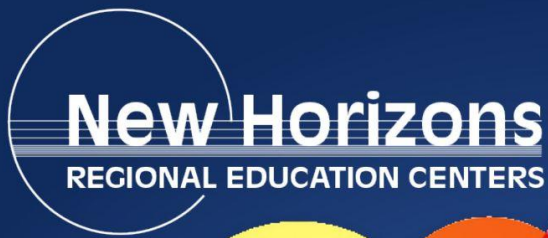
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		Who must comply?	Protected information	Permitted disclosures ¹
FERPA	<p>The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records.</p> <p>The Act serves two primary purposes:</p> <ol style="list-style-type: none"> 1. Gives parents or eligible students more control of their educational records 2. Prohibits educational institutions from disclosing “personally identifiable information in education records” without written consent 	 <ul style="list-style-type: none"> • Any public or private school: <ul style="list-style-type: none"> – Elementary – Secondary – Post-secondary • Any state or local education agency <p>Any of the above must receive funds under an applicable program of the US Department of Education</p>	 <p>Student Education Record: Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution</p>	 <ul style="list-style-type: none"> • School officials • Schools to which a student is transferring • Specified officials for audit or evaluation purposes • Appropriate parties in connection with financial aid to a student • Organizations conducting certain studies for or on behalf of the school • Accrediting organizations • Appropriate officials in cases of health and safety emergencies • State and local authorities, within a juvenile justice system, pursuant to specific state law • To comply with a judicial order or lawfully issued subpoena
HIPAA	<p>The Health Insurance Portability and Accountability Act (HIPAA) is a national standard that protects sensitive patient health information from being disclosed without the patient's consent or knowledge. Via the Privacy Rule, the main goal is to</p> <ul style="list-style-type: none"> • Ensure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. 	 <ul style="list-style-type: none"> • Every healthcare provider who electronically transmits health information in connection with certain transactions • Health plans • Healthcare clearinghouses • Business associates that act on behalf of a covered entity, including claims processing, data analysis, utilization review, and billing 	 <p>Protected Health Information²: Individually identifiable health information that is transmitted or maintained in any form or medium (electronic, oral, or paper) by a covered entity or its business associates, excluding certain educational and employment records</p>	 <ul style="list-style-type: none"> • To the individual • Treatment, payment, and healthcare operations • Uses and disclosures with opportunity to agree or object by asking the individual or giving opportunity to agree or object • Incident to an otherwise permitted use and disclosure • Public interest and benefit activities (e.g., public health activities, victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety) • Limited dataset for the purposes of research, public health, or healthcare operations

1. Permitted disclosures mean the information can be, but is not required to be, shared without individual authorization.

2. Protected health information or individually identifiable health information includes demographic information collected from an individual and 1) is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse and 2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of healthcare to an individual; and

- (i) That identifies the individual, or
- (ii) With respect to which there is a reasonable basis to believe the information can be used to identify the individual.

For more information, please visit the Department of Health and Human Services' [HIPAA website](#) and the Department of Education's [FERPA website](#).



Last Update: 01/24/22

New Horizons COVID-19 Medical Taskforce**Casey M. Roberts**, Executive Director, NHREC**Kathy Whitehead**, MSN, MHSM, RN, Medical Taskforce Lead, Medical Assistant Instructor and Health Education Coordinator**Diane Aimi**, Lead Nurse, Center for Autism and Newport Academy, All campuses**Jeff Brittingham**, EMT Instructor, Butler Farm Campus**Michelle Duesberry-Woody**, CNA Instructor, Butler Farm Campus**James Hickman**, Fire Science Instructor, Butler Farm Campus**Angela Stroble**, Pharmacy Technician Instructor, Woodside Lane Campus Bldg A.

Program	Campus	Campus COVID-19 Response Leaders	Email
Career and Technical Education	Butler Farm Campus	Mia Stephens Kathy Whitehead	mia.stephens@nhrec.org kathy.whitehead@nhrec.org
Governor's School for Science and Technology	Butler Farm Campus	Vikki Wismer Kathy Whitehead	vikki.wismer@nhrec.org kathy.whitehead@nhrec.org
Youth Workforce Center	Butler Farm Campus & Woodside Lane Campus Bldg. A	Nikiesha Virgil Kathy Whitehead	nikiesha.virgil@nhrec.org kathy.whitehead@nhrec.org
Career and Technical Education	Woodside Lane Campus Bldg. A	Chester Hall Diane Aimi	chester.hall@nhrec.org diane.aimi@nhrec.org
Center for Autism Newport Academy	Kiln Creek Elementary School Yorktown Middle School Woodside Lane Campus Bldg. B	Diane Aimi	diane.aimi@nhrec.org
Center for Apprenticeships and Adult Training	Butler Farm Campus Woodside Lane Campus Bldg. A	Edward Eure Kathy Whitehead	edward.eure@nhrec.org kathy.whitehead@nhrec.org

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