



Caswell County Schools

Reopening Procedures for Staff
Plan A and Plan B

2020-2021

Revised - March 3, 2021



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February 15, 2021

In order to secure the safety and protection of children and their families across the state of North Carolina, Governor Roy Cooper, in collaboration with the NC State Board of Education (NCSBE), North Carolina Department of Health and Human Services (NCDHHS), and the North Carolina Department of Instruction (NCDPI) provided guidance to schools districts about reopening schools. This guidance included providing requirements and recommendations to reopen schools in a safe and secure manner for all students, staff, and their families. The following documents outline the requirements and recommendations for safely reopening schools:

[Strong School NC Toolkit K12](#)

[Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)

[Lighting Our Way Forward Reopening Public Schools](#)

Guiding Principles for Reopening Schools

Local school districts under the direction of requirements and recommendations from the Governor's Executive orders, NCDHHS, NCSBE, and NCDPI were required to create three plans to provide options for the return of students. The options range from all students in school (**Plan A**), a hybrid model (**Plan B**) that provides both remote learning and learning face-to-face with teachers, to all students learning remotely (**Plan C**).

Learning Models: Plan A, B, or C

Plan A Minimal Social Distancing: All schools reopen and classroom instruction resumes with minimal social distancing requirements.

Plan B Moderate Social Distancing: Hybrid model that provides both remote learning and learning face-to-face with a teacher with 50% student capacity in the classroom with moderate social distancing.

Plan C Remote Learning: schools remain closed for students with 100% remote learning.

Staff Procedures

Plan A Minimal Social Distancing: All elementary schools reopen and classroom instruction resumes with 6 feet social distancing at all times except when students are seated in the classroom requiring social distancing of at least 3 feet.

- Plan A provides both remote learning and face-to-face learning with reduced social distancing when seated in the classroom.
- All schools have designated entry and exit points for all students and staff members to use.
- Symptom screening and temperature checks will be conducted daily upon entrance to the building for all students and staff.
- After passing the screening process, staff will report to their designated work areas.



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- Masks must be worn at all times including entering and exiting the building, transition areas (hallways), classrooms and restrooms.
- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times/places where they may congregate
- Follow social distancing floor markings to maintain social distancing at entry and exit points, main office, common spaces, restrooms, classrooms, and in hallways.
- Follow social distancing floor/seating markings in waiting and reception areas.
- Communicate how to stop the spread of the virus including: **Wear** a cloth face covering, **Wait** six feet apart and avoid close contact, and **Wash** your hands often or use hand sanitizer.
- Limit nonessential visitors and activities involving external groups or organizations. Visitors are restricted to only those essential for school system operations.
- Monitor arrival and dismissal to discourage congregating.
- Discontinue the use of any self-served food or beverage distribution
- Discontinue in-person activities that involve bringing together large groups of people or activities that do not allow for social distancing (assemblies, performances, field trips, etc.)

Plan B Moderate Social Distancing: Hybrid model that provides both remote learning and learning face-to-face with a teacher with 50% student capacity in the classroom with moderate social distancing of 6 feet. Plan B will be used at the Middle and Secondary Levels.

- Hybrid instructional model that provides both remote learning and learning face-to-face with a teacher with 50% student capacity in the classroom with moderate social distancing.
- All schools have designated entry and exit points for all students and staff members to use.
- Symptom screening and temperature checks will be conducted daily upon entrance to the building for all students and staff.
- After passing the screening process, staff will report to their designated work areas.
- Masks must be worn at all times including entering and exiting the building, transition areas (hallways), classrooms and restrooms.
- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times/places where they may congregate
- Follow social distancing floor markings to maintain social distancing at entry and exit points, main office, common spaces, restrooms, classrooms, and in hallways.
- Follow social distancing floor/seating markings in waiting and reception areas.
- Communicate how to stop the spread of the virus including: **Wear** a cloth face covering, **Wait** six feet apart and avoid close contact, and **Wash** your hands often or use hand sanitizer.
- Limit nonessential visitors and activities involving external groups or organizations. Visitors are restricted to only those essential for school system operations.
- Monitor arrival and dismissal to discourage congregating.
- Discontinue the use of any self-served food or beverage distribution in the cafeteria
- Discontinue in-person activities that involve bringing together large groups of people or activities that do not allow for social distancing (assemblies, performances, field trips, etc.)



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Face Coverings

Plan A and Plan B

- Cloth face coverings must be worn inside school buildings, on school buses, and anywhere on school grounds, including outside
- All persons entering the school building will be required to wear a face covering
- Five Cloth Face coverings will be provided to all staff
- All face masks worn will need to have loops for the wearers ears.
- Schools may give students a brief face covering break (excluding eating breakfast and lunch) if they can meet all of the following conditions:
 1. Outside only
 2. Spaced 6 feet from all other individuals, including employees
 3. Students should all face in the same direction
- **Note:** There are limited exceptions in the toolkit that address situations due to:
 1. Students having any medical, behavioral, or disability;
 2. Students under the age of five; and
 3. Persons who are actively eating or drinking.

CDC Guidance

[How to safely wear and remove a face covering](#)

[Guidance for face coverings](#)



Monitoring for Symptoms: Symptom Screenings and Temperature Checks

Plan A and Plan B

- **If a staff member does not feel well or has a FEVER of 100.4 or greater, please stay at home**
- Staff should stay at home if they are diagnosed with COVID-19, have symptoms of COVID-19, or have had close contact with someone diagnosed with COVID-19
- Symptom screening will be done daily for each individual coming into the building, including all students, all staff and all visitors.
- Individuals must wait six feet apart when waiting to be screened.
- Screening will include answering these 3 questions each day:
 1. Have you had close contact (within 6 feet for at least 15 minutes) in the last fourteen (14) days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
 2. Since you were last at school, have you had any of these symptoms? ■ Fever ■ Chills ■ Shortness of breath or difficulty breathing ■ New cough ■ New loss of taste or smell ■ No symptoms
 3. Since you were last at school, have you been diagnosed with COVID-19?
 - Answering yes to any questions 1 – 3 will result in the individual being placed in isolation until picked up or returned home at the direction of the principal and school nurse.
 - Temperature checks using a touchless thermometer will be administered to all individuals before entering the building
 - A fever is determined by a measured temperature of 100.4 degrees Fahrenheit or greater, as per state requirements.
 - If at any time the day, a person's temperature measures 100.4°F, or greater, they are isolated until picked up or returned home at the direction of the principal and school nurse.
 - If a staff member develops symptoms while at school, he or she must notify the principal or designee. The staff member must remain isolated and return home at the direction of the employer or local health department official.



Social Emotional Learning and Student Mental Health

Plan A and Plan B

The Impact of Covid-19

Due to Covid-19, students, parents, and staff have experienced education and life events differently than ever before. School closures and other experiences during this pandemic may contribute to or trigger certain behaviors. Stressors are likely to increase for students and families during this time. These stressors have the possibility to lead to changes in mental health.

Examples include

- increased isolation,
- increased financial stress,
- reduced supervision,
- increased engagement with violent or unsafe video games, chat rooms, etc.,
- increased connection to unsafe individuals in the home,
- decreased positive connections with teachers, staff, and/or peers.

Warning Signs

- Excessive worrying or anxiety
- Feeling extremely sad or low
- Problems focusing/concentrating
- Extreme mood changes
- Extremely irritable, disobedient, aggressive
- Avoiding social situations and peer relationships
- Changes in sleeping pattern
- Feeling excessively tired and with low energy
- Change in eating habits
- Inability to carry out daily routines and activities
- Changes in school performance
- Reckless behaviors
- Hyperactive behavior
- Frequent nightmares
- Direct verbal threats (“I’m going to kill myself.”)
- Indirect verbal threats (“People would be much happier if I just wasn’t here anymore.”)
- Increased drug/alcohol use
- Giving away of prized possessions
- Expression of death or suicide in writings, art, social media, etc.



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Protocols

Teacher Roles in Crisis Management

Teachers are responsible for implementing appropriate procedures to protect students. During your virtual lessons, if a student exhibits any distress, anxiety, or somehow a concern is presented through email/social media, or if a student's parent/guardian reports a student is exhibiting concerning behaviors, please take the following actions:

- If perceived as a minimal need, it may be possible to speak with the child to deescalate the situation first rather than automatically calling for a crisis responder.
 - Notify the principal and counselors about this student and your concerns so that they can assist in monitoring the student.
- If the student is an EC student, contact the student's EC teacher and inform the teacher of observations and reported behaviors.
- If you perceive that further attention is needed, or would prefer a second opinion, please contact your child's school for assistance. Reports can also be made through the Anonymous Reporting System.

List of Resources

National Suicide Prevention Hotline: (24/7) 1-800-273-8255

Mental Health Hotline for COVID19 - Hope 4 NC Helpline: (24/7) 1-855-587- 3463

[Resource Mapping](#)

[National Center for School Mental Health Webpage for COVID-19](#)

[NASP Resource Center](#)

[CASEL Cares](#)

Beginning of the Year Re-Entry

As CCS reopens under Plans A, B, or C, it is with understanding that students may need time and extra support to cope with the following experiences.

These experiences include but are not limited to:

- Fear
- Anxiety
- Grief/Loss
- Transition and Change
- Dealing with suspension of important routines, milestones, celebrations, and/or other social gatherings



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- Loss of job or home
- Racism, racial injustice
- Possible contracting of COVID-19
- Decline in academic skills

Examples of strategies include but are not limited to:

- Daily setting the tone activities (morning/afternoon) to promote positive thinking (For example, energizer breaks, teaching social distance greetings, social stories to help with the adjustment of wearing a mask, washing and cleaning songs, and breathing exercises).
- Class Meetings “Morning Meetings” to promote connectedness and communication.
- Regular check-ins to monitor students’ emotional statuses.
- Brain Breaks to relieve stress/anxiety.
- Consistent, simplistic rules and routines to maintain structure, consistency, and security for students.
- Prepare students ahead of time for predictable events (such as for fire drills) to maintain a sense of security and safety.
- Calm down corner/Peaceful place for students to utilize within classroom.s
- Positive, continued communication with families.
- Encourage journaling, drawing, creating as an outlet for students.
- Practice mindfulness to help students remain calm.
- Utilize calming/stress relief apps/and or tools if possible.

Adults - Staff

To practice self care:

- limit your exposure to the news/media,
- take care of your body (eat well and get enough sleep),
- make time to relax, and
- stay connected with others.
- when working (especially from home) make a routine that includes breaks and movement.
- it would be beneficial for all adults to create a self care plan.
- make sure to have social support.

Provided below are links that parents/teachers can access to assist in talking to their children/student about current situations regarding COVID-19:

- [Managing emotions during COVID 19 while at home](#)
- [Talking to Children About Covid 19](#)
- [Facts about COVID-19](#)
- [Talking with Children](#)
- [Care for the Caregiver: Tips for Parents and Educators](#)
- [Kid Friendly Explanation of Coronavirus](#)



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- [Parenting in a Pandemic](#)

Community Resources for students, families, and staff

National Suicide Prevention Hotline (24/7) 1-800-273-8255

Hope 4 NC Helpline (24/7): 1-855-587- 3463 Mental health hotline designed specifically to help with support through the Covid-19 pandemic

[Resource Mapping](#)

Links

[CCS Parent Resources and Information](#)

NC Guidance

[Lighting Our Way Forward Reopening Public Schools](#)

[StrongSchoolsNC: Public Health Toolkit \(K-12\)](#)

Protecting Vulnerable Populations

Plan A and Plan B

- Follow protocols for reporting COVID-19 exposure/symptoms that preserve staff privacy and minimize stigma.
- For more information on who is at higher risk for severe illness due to COVID-19, please refer to page 10 of the Toolkit.

NC Guidance

[StrongSchoolsNC: Public Health Toolkit \(K-12\)](#)

Coping and Resilience

Plan A and Plan B

- Provide staff, families, and students (if age appropriate) information on how to access resources for mental health and wellness (example: 211, Hope4C Helpline 1-855-587-3463, Cardinal Innovations HealthCare at 1-800-939-5911).
- Promote teachers, staff, students and families eating healthy, exercising, getting sleep, and finding time to unwind.
- Conduct ongoing regular training among all staff on updated health and safety protocols.
- Partner with other institutions in the community to promote factual communication and cooperation in responding to COVID-19.



Cleaning and Hygiene

Plan A and Plan B

- Only district approved sanitation and disinfecting supplies may be used at school or in the classroom.
- Supplies will be provided for staff and in each classroom including spray, cloths, and gloves for cleaning.
- Gloves will be provided to staff participating in the distribution of lunches in the classroom.
- Practice good hygiene measures such as hand washing, covering coughs, and wearing face coverings.
- Provide frequent opportunities for handwashing during the school day including after using the restroom, before eating food, after eating food, or returning from outside.
- Provide hand soap and hand sanitizer with at least 60% alcohol.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventive measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Follow schedule to clean/disinfect high touch areas on a daily basis (e.g., door handles, light switches, desk, tables, and chairs).
- Ensure safe and correct use and storage of cleaning and disinfection products, including securely storing and using products away from children, and allowing for adequate ventilation when staff use products.

NC Guidance

[*StrongSchoolsNC: Public Health Toolkit \(K-12\)*](#)

Communication and Combating Misinformation

Plan A and Plan B

- Disseminate COVID-19 information and combat misinformation through multiple channels to students, families, and staff based on guidance from the Centers for Disease Control (CDC), the North Carolina Department of Health and Human Services (NC DHHS), North Carolina Department of Instruction (NCDPI) and the Caswell County Health Department.

NC Guidance

[*StrongSchoolsNC: Public Health Toolkit \(K-12\)*](#)



Handling Suspected, Presumptive or Confirmed Positive Cases of COVID-19

Plan A and Plan B

- Exposure, No Symptoms: Home for 14 days since exposure
- Diagnosis, No Symptoms: Home for 10 days since first positive test
- At Least One Symptom: If confirmed positive COVID-19 OR person has not been tested: Home for 10 days since 1st symptoms, no fever for 24 hours (without fever reducing medicine), AND symptom improvement, including coughing and shortness of breath
- If negative rapid antigen test: home until follow-up negative PCR/molecular test, no fever for 24 hours (without fever reducing medicine), and they have felt well for 24 hours
- If negative PCR/molecular COVID-19 Test: Home until no fever for 24 hours without fever reducing drugs and have felt well for 24 hours
- If a person receives an alternate diagnosis from a health care provider, and the health care provider determines no COVID -19 testing needed, can return to school, following normal school policies, once there is no fever without the use of fever reducing medicines and they have felt well for 24 hours
- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Educate staff, students and their families about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- Immediately isolate symptomatic individuals to the Isolation Room at the school, and send them home to isolate.
- Ensure symptomatic individuals remain under visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear cloth face covering or a surgical mask.
- Require the symptomatic individual to wear a cloth face covering or a surgical mask while waiting to leave the facility.
- Follow cleaning and disinfecting procedures following Toolkit guidelines.
- Follow plan for how to transport an ill student or staff member home or to medical care.
- Notify local health authorities of confirmed COVID19- cases among children and staff (as required by NCGS 130A-136).
- Ensure that if a person with COVID-19 was in the school setting while infectious, school administrators coordinate with local health officials to notify staff and families immediately while maintaining confidentiality in accordance with FERPA, NCGS 130A-143, and all other state and federal laws.
- Maximize the use of the school nurse for managing symptom-positive students and staff for support in quarantine, recovery, return to school, and symptom tracking.

NC Guidance

[StrongSchoolsNC: Public Health Toolkit \(K-12\)](#)

["Notify local health authorities of confirmed COVID-19 cases among children and staff" \(as required by NCGS § 130A-136.\)](#)



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Employee Leave

- For Leave Options related to COVID-19, please contact the Human Resources Department.

FAQ

[Frequently Asked Questions](#)