## NCPS Travel Procedure for Staff and Student Families

If you plan to travel outside the state of Virginia please make sure that the school administrators, school nurse and Human Resources are aware of your travel destination prior to your departure.

If you are choosing to travel to a COVID19 hotspot with a higher risk factor to being exposed than the state of Virginia you will not be able to return to school until one of the below procedures is followed.

Depending on your location of travel upon your return to the state of Virginia it may be requested that you have a COVID19 test done. Once those test results are completed and submitted as negative your return to school will be acceptable.

The other option upon returning to Virginia is to quarantine from school to attend virtually for 14 days. If on the 15<sup>th</sup> day you have had no fever and are symptom free you can then return to school in person on your hybrid 2 day schedule.

Staff members will need to discuss return to work assignments with Ms. Melinda Phillips in Human Resources

If at any time during the 14 days you develop a fever or symptoms it is highly recommended that you contact your doctor for further assistance and potential COVID19 testing.

Staff members please contact Ms. Melinda Phillips at 757-678-5151 x2101

Student families please contact Ms. Brittany Savage at 757-678-5151 x6106