PUTNAM COUNTY SCHOOLS

ROADMAP TO RESPONSIBLE RETURN

A Comprehensive Guide to 2020-21 Re-Entry

PUTNAM COUNTY SCHOOLS
Achieving Excellence

UPDATED: AUGUST 3, 2020
Dear Putnam County Schools' families, staff, and community members,

It is my hope that our Putnam County school community is safe and well. One of the most unique school years on record ended in June, and the start 2020-2021 school year is quickly approaching with a student start date scheduled for September 8, 2020.

The West Virginia Department of Education (WVDE) released their WV Schools Re-Entry Toolkit to guide districts across the state in their pursuit of planning a safe and responsible return to school.

It is important to note that the comprehensive re-entry plan's guidance is subject to change as additional information about the spread and prevention of COVID-19 is known. New directives from Governor Jim Justice and public health officials may be forthcoming and may evolve before the school year or during the school year. All West Virginia county boards of education must be prepared to alter their learning plans to comply with any new directives to best safeguard student health and learning needs.

Through diligent planning from multiple directors, administrators, and re-entry work groups, we are excited to present our Putnam County Schools' families with two curriculum delivery re-entry options for the 2020-2021 school year.

Option one is a 5-Day (in-person) Model. Option two is Putnam County Virtual, our virtual/distancing learning model. You will find thorough details outlining both options within this document to help guide your decision-making process.

Our goal in planning, along with student and staff safety, was that the two options be accommodating to our families and staff. We respect any choice made regarding the education of our Putnam County Schools' students.

I understand that our Putnam County Schools' families, staff, and school community members may continue to have questions as the new school year approaches. Again, I will ask for your patience, understanding, and flexibility as Putnam County Schools continues to persistently navigate through the fluidity of the COVID-19 pandemic relating to the 2020-2021 school year. I know that we will establish the best and safest way to educate our students together as a team.

We pledge to keep you informed and continue to update you now until the scheduled first day of school and throughout the school year.

Please continue to check the Putnam County Schools website as well as our Facebook, Twitter, and Instagram accounts for updates.

Additionally, if you have not done so already, you can now download our new free mobile app, PCS Connect, on the Apple App Store or Google Play Store for up-to-date information from the district and individual schools. We will continue to consult regularly with local health and government officials and the WVDE to ensure that our procedures and protocols reflect the best ways to operate.

As always, our top priority remains the safety of our students, staff, and families. I am grateful for the collaboration and unity that I continue to witness in our outstanding school community. Once more, I believe that by working together as a team, we will launch a safe and successful 2020-2021 school year in Putnam County. I truly value your continued support and trust.

Respectfully,

John Hudson
Putnam County Schools Superintendent
SCHOOL CALENDAR DATES TO REMEMBER

FIRST DAY FOR 200 DAY EMPLOYEES:
AUGUST 24, 2020

FIRST DAY FOR STUDENTS:
SEPTEMBER 8, 2020

FIRST DAY FOR PRE-K STUDENTS:
SEPTEMBER 21, 2020

ELECTION DAY, NO SCHOOL:
NOVEMBER 3, 2020

VETERAN’S DAY, NO SCHOOL:
NOVEMBER 11, 2020

THANKSGIVING BREAK, NO SCHOOL:
NOVEMBER 23-27, 2020

CHRISTMAS HOLIDAY BREAK, NO SCHOOL:
DECEMBER 24, 2020 – JANUARY 1, 2021

MARTIN LUTHER KING, JR. DAY, NO SCHOOL:
JANUARY 18, 2021

END OF FIRST SEMESTER:
JANUARY 29, 2021

NO SCHOOL:
FEBRUARY 1, 2021

SPRING BREAK, NO SCHOOL:
MARCH 29 – APRIL 2, 2021

MEMORIAL DAY, NO SCHOOL:
MAY 31, 2021

LAST DAY FOR STUDENTS:
JUNE 2, 2021

LAST DAY FOR TEACHERS:
JUNE 3, 2021
 TABLE OF CONTENTS

Letter from Superintendent........................................................................................................... 2
Putnam County Schools 2020-2021 Calendar........................................................................ 3
Roadmap to Responsible Return Definitions........................................................................... 5
Curriculum Delivery Re-Entry Options..................................................................................... 6
Putnam County Virtual............................................................................................................. 7
Practices & Procedures in Place for In-Person Attendance..................................................... 8
Staggered Re-Entry for 5-Day Model....................................................................................... 10
Attendance Plan for 5-Day Model............................................................................................ 11
Attendance Plan Roadmap for 5-Day Model............................................................................ 12
Pre-K Guidance....................................................................................................................... 13
Food Services.......................................................................................................................... 14
Health & Wellness................................................................................................................... 16
Facilities.................................................................................................................................. 20
Transportation........................................................................................................................ 21
Communications...................................................................................................................... 22

PLEASE NOTE: THE GUIDANCE IN THIS DOCUMENT IS SUBJECT TO CHANGE AS ADDITIONAL
INFORMATION ABOUT THE SPREAD AND PREVENTION OF COVID-19 IS KNOWN. NEW DIRECTIVES
FROM GOVERNOR JIM JUSTICE AND PUBLIC HEALTH OFFICIALS MAY BE FORTHCOMING AND
MAY EVOLVE BEFORE THE SCHOOL YEAR OR DURING THE SCHOOL YEAR. ALL WV COUNTY
BOARDS OF EDUCATION MUST BE PREPARED TO ALTER THEIR LEARNING PLANS TO COMPLY
WITH ANY NEW DIRECTIVES TO BEST SAFEGUARD STUDENT HEALTH AND LEARNING NEEDS.
5-DAY MODEL
Students attend school in-person. Student and staff safety remain the top priority utilizing CDC and WVDE/DHHR guidance along with health officials recommendations.

PUTNAM COUNTY VIRTUAL (FURTHER DESCRIPTION OUTLINED ON PAGE 7)

DISTANCE LEARNING
Students will receive instruction from a PCS teacher using PCS curriculum via Schoology platform. Students will be using PCS issued Apple iPads or Lenovo Thinkpad laptops. Internet access at home will make Distance Learning easier, but it will not be a necessity with the platform we plan to use. Students would, at minimum, need to get on Wi-Fi several times each week for their completed work to upload and for new assignments/lessons to download. PCS is currently working to add more remote hotspots throughout our communities to increase accessibility to broadband. If students would wish to rejoin traditional school after 9 weeks, it will be permitted if appropriate conditions, staffing, and scheduling exist. Putnam County Schools may implement an evening Schoology Support Hotline to assist students. The Distance Learning Model utilizes both the College and Career Readiness Standards and the WV Alternate Academic Achievement Standards.

WEST VIRGINIA VIRTUAL SCHOOL (WVVS)
Students will receive instruction from a WVVS teacher using WVVS curriculum via the WV Learns platform using PCS issued Apple iPads or Lenovo Thinkpad laptops. Students can transition into and from virtual school at the semester grading term only. PCS may implement evening tutoring to assist students. The WVVS utilizes the College and Career Readiness Standards.

1:1 INITIATIVE
Students will receive PCS issued Apple iPads or Lenovo Thinkpad laptops.

BLENDED LEARNING
Blended Learning will only occur based upon guidance from the governor and/or health officials. Students registered for the 5-Day Model will report to school two days per week. Students will utilize PCS issued Apple iPads or Lenovo Thinkpad laptops and Schoology platform for three days.

CAREER AND TECHNICAL EDUCATION (CTE)
CTE students selecting distance learning model will attend scheduled lab days in person.

REMOTE LEARNING
This will only occur by executive order from the Governor. Students will use PCS issued Apple iPads or Lenovo Thinkpad laptops and Schoology platform.

SCHOLOGY
A Learning Management System platform to provide instruction and communication. Professional development began in 2020 for educators. Training and supports will be provided to students and parents.
Students attend in person.
Student and staff safety remain top priority.
CDC and WVDE/DHHR guidance along with health official recommendations will be implemented.
Students will receive Putnam County Schools’ issued Apple iPads or Lenovo Thinkpad laptops and Schoology to utilize throughout the school year.
Participation in WVSSAC activities permitted.

Students will receive instruction using Putnam County Schools’ issued Apple iPads or Lenovo Thinkpad laptops with Schoology or WV Learns platform.
Distance Learning will be provided by a PCS teacher using PCS curriculum or through WV Virtual School provided by a WVVS teacher using WVVS curriculum.
PCS may implement an evening Schoology Hotline or tutoring.
Participation in WVSSAC activities permitted.

Instruction and learning will occur in all Putnam County Schools’ curriculum delivery model options. Grades are recorded in Schoology and report cards will be issued each nine week grading period. Regardless of the delivery option chosen by parents/guardians, the expectation is for students to receive and actively engage in robust learning activities and instruction five days per week with feedback from teachers. We will follow all WVDE and county policies related to educational services for all of our student populations.

PLEASE NOTE: CHOOSING THE 5-DAY-MODEL REQUIRES YOU TO FOLLOW ALL SAFETY GUIDANCE. IF THAT IS NOT FEASIBLE, THE PUTNAM COUNTY VIRTUAL LEARNING MODEL IS AN OPTION.
## Putnam County Virtual

### Distance Learning

- Students receive instruction via the Schoology platform using Putnam County Schools' issued Apple iPads or Lenovo Thinkpad laptops
- PCS teacher
- PCS curriculum
- Students can transition into or out of distance learning at the 9 weeks grading term
- PCS may implement an evening Schoology Support Hotline
- College and Career Readiness Standards
- WV Alternate Academic Achievement Standards

### West Virginia Virtual School (WVVS)

- Students receive instruction via the WV Learns platform using Putnam County Schools' issued Apple iPads or Lenovo Thinkpad Laptops
- WVVS teacher
- WVVS curriculum
- Students can transition into and out of WVVS at the semester grading term
- PCS may implement evening tutoring
- College and Career Readiness Standards

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**PLEASE NOTE:** REGISTRATION FOR PUTNAM COUNTY VIRTUAL IS REQUIRED. PLACEMENT WILL BE DETERMINED BASED ON STUDENT ENROLLMENT.
PUTNAM COUNTY SCHOOLS

Practices & Procedures in Place for In-Person Attendance

**STAY SAFE TO STAY OPEN**

**PLANNING PRACTICES & PROCEDURES FOR IN-PERSON ATTENDANCE**

**HAND SANITIZING STATIONS**
Hand sanitizing stations will be available throughout buildings.

**REDUCE CONGREGATION**
In various areas such as: cafeteria, playground, main office, health room and the use of lockers, library, and restrooms.

**ISOLATION ROOMS**
Available for individuals displaying symptoms while waiting for pick up.

**WATER FOUNTAIN DECOMMISSIONED**
Access to water will be available for students.

**CONTROLLED TRAFFIC PATTERNS**
Maintain physical distance between students and staff.

**WINDOWS**
Increase fresh air circulation when feasible.

**BUS**
Provide assigned seats, 2 students per seat, and coordinate on-boarding of buses and release of students to reduce congregating.

**MULTIPLE ENTRY POINTS**
Where feasible to reduce bottlenecks.

**FACE COVERINGS**
Requirements are based on WVDE/WVDHHR guidance (Refer to Health & Wellness details).

**ADDITIONAL MITIGATION MEASURES**
Non-essential visitors will not be permitted, no field trips nor large assemblies.

**OUTDOOR SPACES**
Utilize for learning where appropriate, including music and physical education.

**PLEXIGLASS SNEEZE GUARD**
Barriers or similar set-ups placed in select areas throughout buildings.

PUTNAM COUNTY SCHOOLS
Achieving Excellence
IN PERSON STAY SAFE TO STAY OPEN

PLANNING PRACTICES & PROCEDURES FOR IN-PERSON ATTENDANCE

HAND WASHING
Hand washing routines will be reviewed regularly

SIGNAGE
Signage will be used to remind students and staff of hygiene practices

HAND SANITIZING STATIONS
Hand sanitizing stations will be available throughout buildings

RELATED ARTS
Some related arts instruction may be delivered in classrooms

PHYSICAL/SOCIAL DISTANCING
Desks and tables will be spaced to accommodate as much physical/social distancing as possible

STUDENTS
Assigned seats/tables will be in a row, limited shared materials, objects, and supplies

STAFF
Staff will receive important professional development: COVID-19 symptoms, mitigation, virtual/distance learning, and complete a declaration acknowledging their role in monitoring their symptoms

ADDITIONAL SANITIZATION PROCEDURES
High touch areas including desks, light switches and door handles will be sanitized throughout the school day

PUTNAM COUNTY VIRTUAL
Students will receive instruction via Schoology or WV Learns using PCS issued Apple iPads or Lenovo Thinkpad laptops (please reference definitions page)
STAGGERED RE-ENTRY FOR 5-DAY MODEL

The Staggered Re-Entry for the first two weeks of school (September 8-18) will be for those that chose the 5-Day Model. The Staggered Re-Entry allows for the following:

- Issuance/Training with students on Apple iPads/Lenovo Thinkpad laptops
- Dedicated time with reduced numbers to allow for implementation of:
  - Travel patterns within school
  - Transportation bus route adjustments
  - Breakfast and lunch cafeteria procedures
  - Teaching of safety protocols
  - Remote Learning Practice Day on Friday, September 18, 2020

**Staggered Re-Entry for 5-day Model Student Groups:**

Students attending school in-person will be assigned a color based on the first letter of their last name. For example, if a student’s name is Sally Jones, she will be color-coded as **BLUE** since all last names beginning with A - K will be assigned to the **BLUE** group. Sally will attend school on the days that have been assigned to **BLUE** students.

If your children have different last names, contact your child’s school and request he or she be moved to a different group so that both of your children attend school on the same day(s). For example, if your children have last names Jones (**BLUE**) and Wilson (**GREEN**), you may request that both children attend school on the same day (either **BLUE** or **GREEN**). Remote Learning Practice Day on Friday, September 18, 2020.

**TWO STUDENT GROUPS ORGANIZED BY FIRST LETTER OF LAST NAME**

<table>
<thead>
<tr>
<th>GROUP 1:</th>
<th>BLUE</th>
<th>A-K</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 2:</td>
<td>GREEN</td>
<td>L-Z</td>
</tr>
</tbody>
</table>

**STAGGERED RE-ENTRY SCHEDULE** *(SEPTEMBER 8-18, 2020)*

<table>
<thead>
<tr>
<th>WEEK ONE</th>
<th>WEEK TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP 1 In School and GROUP 2 Distance Learning</strong></td>
<td><strong>GROUP 1 In School and GROUP 2 Distance Learning</strong></td>
</tr>
<tr>
<td><strong>GROUP 2 In School and GROUP 1 Distance Learning</strong></td>
<td><strong>GROUP 1 In School and GROUP 2 Distance Learning</strong></td>
</tr>
<tr>
<td><strong>GROUP 1 In School and GROUP 2 Distance Learning</strong></td>
<td><strong>GROUP 2 In School and GROUP 1 Distance Learning</strong></td>
</tr>
<tr>
<td><strong>GROUP 2 In School and GROUP 1 Distance Learning</strong></td>
<td><strong>GROUP 1 In School and GROUP 2 Distance Learning</strong></td>
</tr>
<tr>
<td><strong>GROUP 1 In School and GROUP 2 Distance Learning</strong></td>
<td><strong>GROUP 2 In School and GROUP 1 Distance Learning</strong></td>
</tr>
<tr>
<td><strong>GROUP 1 and GROUP 2 Remote Learning Practice Day</strong></td>
<td><strong>GROUP 1 In School and GROUP 2 Distance Learning</strong></td>
</tr>
</tbody>
</table>
2020-2021 Attendance Plan for 5-Day Model

GREEN
5 DAYS IN-PERSON ATTENDANCE PLAN

5-DAY MODEL
Students attend in-person. Student and staff safety remain the top priority utilizing CDC and WVDE/DHHR guidance along with health official recommendations.

YELLOW
2 DAYS IN-PERSON ATTENDANCE PLAN

BLEND ED LEARNING MODEL
Blended Learning will only occur based upon guidance from the Governor and/or health officials. Students registered for 5-Day Model will report to school two days per week. Students will utilize PCS issued Apple iPads or Lenovo Thinkpad laptops and the Schoology platform for three days.

RED
0 DAYS IN-PERSON ATTENDANCE PLAN

REMOTE LEARNING MODEL
This will only occur by executive order from the Governor. Students will utilize Putnam County Schools' issued Apple iPads or Lenovo Thinkpad laptops and Schoology.

PLEASE NOTE: STUDENTS ENROLLED IN FULL-TIME PUTNAM COUNTY VIRTUAL VIA SCHOology OR WV VIRTUAL SCHOOL WILL NOT BE IMPACTED BY THE ABOVE ATTENDANCE PLAN.
Attendance Plan Overview for 5-Day Model

PCS WILL IMPLEMENT ONE OF THE THREE ATTENDANCE PLANS FOR STUDENTS ENROLLED IN THE 5-DAY MODEL IN RESPONSE TO COVID-19 CONDITIONS.

PLEASE NOTE: STUDENTS ENROLLED IN FULL-TIME PUTNAM COUNTY VIRTUAL VIA SCHOOLOGY OR WV VIRTUAL SCHOOL WILL NOT BE IMPACTED BY THIS ATTENDANCE PLAN.

REMOTE LEARNING MODEL

RED
0 DAYS IN-PERSON ATTENDANCE PLAN

This will only occur by executive order from the Governor. Students will utilize Putnam County Schools’ issued Apple iPads or Lenovo Thinkpad laptops and Schoology.

BLENDED LEARNING MODEL

YELLOW
2 DAYS IN-PERSON ATTENDANCE PLAN

Blended Learning will only occur in the event lowering the number of students in attendance will increase safety of students and staff and will be based upon guidance from the Governor and/or health officials. Students registered for 5-Day Model will report to school two days per week. Students will utilize Putnam County Schools’ issued Apple iPads or Lenovo Thinkpad laptops and the Schoology for three days.

5-DAY MODEL

GREEN
5 DAYS IN-PERSON ATTENDANCE PLAN

Students attend in-person. Student and staff safety remain the top priority utilizing CDC and WVDE/DHHR guidance along with health official recommendations.

MONDAY

(NO STUDENTS IN-PERSON ATTENDANCE)

TUESDAY

(NO STUDENTS IN-PERSON ATTENDANCE)

WEDNESDAY

(NO STUDENTS IN-PERSON ATTENDANCE)

THURSDAY

(NO STUDENTS IN-PERSON ATTENDANCE)

FRIDAY

(NO STUDENTS IN-PERSON ATTENDANCE)

TWO STUDENT GROUPS ORGANIZED BY FIRST LETTER OF LAST NAME

GROUP 1: BLUE A-K

GROUP 2: GREEN L-Z

Students attending school in-person will be assigned a color based on the first letter of their last name. For example, if a student’s name is Sally Jones, she will be color-coded as BLUE since all last names beginning with A - K will be assigned to the BLUE group. Sally will attend school on the days that have been assigned to BLUE students.

If your children have different last names, contact your child’s school and request he or she be moved to a different group so that both of your children attend school on the same day(s). For example, if your children have last names Jones (BLUE) and Wilson (GREEN), you may request that both children attend school on the same day (either BLUE or GREEN). Remote Learning Practice Day on Friday, September 18, 2020.
The first day for Putnam County Schools Pre-K students will be Monday, September 21, 2020.

All Pre-K instruction will be delivered based on a 4-day in-person model unless health officials and/or the Governor require additional safety protocols for limited numbers or days of instruction.

Face Coverings/Masks for Pre-K Students: Students will be taught and encouraged to use face coverings/masks during times where social distancing cannot be maintained. Face coverings/masks will not be worn during lunch, rest time, gross motor time/recess, or when social distancing can be maintained.

Pre-K staff will wear face coverings/masks when social distancing cannot be maintained.

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PUTNAM COUNTY SCHOOLS

FOOD SERVICES

Child Nutrition

The nutritional needs of students will be met in an environment that promotes social distancing and personal hygiene practices with the use of specific staff safety protocols and PPE (e.g. face masks, gloves, face shields, uniforms, aprons, hair restraints, and physical barriers of plexiglass in food preparation and eating areas). Food distribution will be implemented in ways to minimize person-to-person contact. The WVDE/local health officials will be the primary resources for guidance on food service safety operations.

2-week Staggered Entry Feeding Plan:

- Student groups that are on-site in attendance on their specific designated days will be offered regular breakfast and lunch meals at school.
- Every day take home meals will be available at the end of each school day for students that will not be in attendance the following day. Take home meals will be optional and will consist of one breakfast/one lunch meal. If take home meals are desired by students, these meals will be pre-ordered and will be recorded on student meal accounts when distributed; therefore, charges will apply if meals are taken.
- Students desiring to bring meals from home during staggered entry will also be permitted to do so daily.
- See the 5-Day Week Feeding Plan for additional services that will be provided each day while students are on-site.
- Grab-and-Go Breakfast will be picked up by students and taken to classrooms or designated eating areas.
- All students that are at school on-site will be offered breakfast and lunch meals each day, meal costs are $1.45 for breakfast, $1.90 for elementary lunch, $2.05 for secondary lunch.

5-Day Week In-School Feeding Plan:

- Free and/or Reduced meal benefits will be available for families if eligibility is determined throughout the entire school year.
- Students that desire to bring meals from home will also be permitted to do so daily.
- Cafeterias will operate at only 50% capacity; therefore, a variety of alternate eating locations will be used. Each school will determine safe places for students to consume meals and within the proper time limitations set by the WVDE. Areas that may be utilized are cafeterias, gyms, classrooms, and outside eating areas (weather permitting).
- Grab-and-Go Breakfast will be picked up by students and taken to classrooms or designated eating areas.
- Meals will be portioned and served as unitized meals in various food-safe compartmentalized disposable containers, bags, plates, plastic baskets or trays.
- All self-service meal options are prohibited; therefore, salad bars, hot food bars, condiment stations, share tables, water dispensing containers, and microwaves will not be utilized by individual students.
• Meals will meet USDA regulations. Breakfast will consist of breads, fruits, and milk servings. Lunches will consist of entrees, fruits, vegetables, breads, and milk servings. A variety of food items will be used unless supply chain challenges are encountered.
• Cups of water will be available for students during mealtimes.
• Special dietary meal accommodations will be provided by completing a physician’s form.
• Simplified menus for breakfast and lunch will be planned that can easily be transported by students in order to reduce spills while taking to alternate eating locations throughout the school.
• Sharing of food among students is prohibited.
• No food deliveries from outside sources or families will be permitted during the school day.
• Students may be required to eat in designated areas in order to safeguard other students that have severe food allergies.
• All students that are at school on-site will be offered breakfast and lunch meals each day. Meal costs are $1.45 for breakfast, $1.90 for elementary lunch, $2.05 for secondary lunch.

Remote/Virtual Learning Feeding Plan:
• Schools will provide meal boxes that include five breakfasts/five lunches to students that choose this option of learning or if Remote Learning is ordered by the Governor.
• Parents may pre-register for a five-day meal box that will be available for parent pick up one day each week at designated times and located at designated areas of the county.
• If a single school closure occurs, that school or neighboring school will continue to provide meals for students at the closed school. Meals will be made available for parent pick up only. If the school is to remain closed for a longer period of time, five-day meal boxes will be planned for distribution.
• All students that are at school on-site will be offered breakfast and lunch meals each day. Meal costs are $1.45 for breakfast, $1.90 for elementary lunch, $2.05 for secondary lunch.

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Face Coverings/Masks

Staff and students in grades 3-12 shall wear a face covering in buildings when:
- Social distancing cannot be achieved
- Outside their core group (elementary), and
- In congregant areas.
  - The only exceptions shall be: a) during snack or meal periods, b) during strenuous activity in the gymnasium, c) for verified medical conditions, d) when not appropriate due to developmental, medical, or the behavioral status of the student. Medical exemptions are required.
- All staff and students shall wear a face covering while on a school bus.
- Students in grades Pre-K through 2 are strongly encouraged to wear masks.
- If requested, Putnam County Schools will provide face coverings for students or staff.

Health Assessments

STUDENT ASSESSMENT
Parents should complete a daily questionnaire with temperature check BEFORE STUDENT LEAVES HOME IN THE MORNING. If a student exhibits symptoms or a temperature, the student should be kept home. Students and staff who are ill will be sent home. If a student exhibits any symptoms or complains of not feeling well, they will proceed to the office or designated area for questionnaire checklist and temperature check. If the student has any symptoms or has a temperature, parents will be called to pick up promptly from school. Parents must have a contingency plan for student pick up and a number that is accessible to the school.

EMPLOYEE ASSESSMENT
Employees also need to do a daily questionnaire and temperature check prior to leaving home. Any employee that is not feeling well, has any symptoms of COVID-19, or has an elevated temperature of 100.4 needs to stay home. If an employee becomes symptomatic during the school day, proceed to the office for questionnaire and temperature check. If the employee is symptomatic for has an COVID-19 or elevated temperature of 100.4, he or she will need to leave school premises immediately and call his or her health care provider.

VISITOR ASSESSMENT
- Limit nonessential visitors and activities involving external groups or organizations.
- Symptom screening will be conducted for all visitors entering the building, including family members, vendors, and others. Screening may be provided at the main entrance or school office. Individuals waiting to be screened must stand six (6) feet apart.
- Visitors to the school will be restricted to the front office area, administrative office, counseling office, or conference areas. Each school will have protocols for entry into building.
- Hand sanitizer will be available and shall be used by visitors upon entry to the office area.
- Visitors are not permitted in common areas, cafeterias, or classrooms.
- Adults authorized to sign students in or out of school may be held in the visitor vestibule area rather than being admitted into the school during the sign-in/sign out process. Once a student has signed out of school, they shall not re-enter the school the remainder of the day without authorization by the school principal.
Hand Washing

Frequent hand washing with soap and water must occur throughout the school day. Hand Sanitizer of 60% alcohol base can be used in place of soap and water. However, this should not replace the washing hands with soap and water. After using hand sanitizer three times, it is encouraged that students and staff wash hands with soap and water.

Social Distancing

Social Distancing includes a 6-foot distance from individuals. School buildings will have signage in hallways, bathrooms, cafeterias and classrooms to be used as reminders to staff and students regarding hand washing, face masks and social distancing measures.

- Persons in school buildings and on school campuses should maintain a 6-foot distance at all times. If a six (6) foot distance cannot be maintained face covering/mask must be worn.
- Hallways have directional and spacing reminders throughout school buildings.
- Building entrances and exits are designated to reduce face-to-face interactions.
- Student desks face the same direction whenever social distancing cannot be maintained.
- Students face the same direction while sitting at tables unless physical barriers, such as sneeze guards and partitions, are utilized.
- Individual schools will communicate campus specific arrival and dismissal procedures.
- Administrators will notify parents/guardians of procedures for dropping off and picking up students including, but not limited to, traffic flow, time frames, entry/exit locations, and bus schedules.

Signs/Symptoms of COVID-19

**SIGNS/SYMPTOMS OF COVID-19:**
- Fever of 100.4 or above
- Body Chills/Aches
- Nausea/Vomiting
- Swollen hands/feet
- Unexplained rash/red eyes
- Cough
- Diarrhea
- Headache
- Severe Sore Throat
- Loss of Taste/Smell

**EMERGENCY SYMPTOMS/CALL 911:**
- Respiratory Distress/Difficulty Breathing
- Decreased Level of Consciousness
- Bluish Lips
Referrals to School Nurse or Designated Isolation Areas

If a student is having symptoms of COVID-19, the student should be directed to go the office or designated area for further evaluation. If the student has symptoms and/or elevated temperature of 100.4, then the student will remain in the isolation room and the parent or guardian will be contacted.

- Note: Face mask/covers should be removed immediately for any individual exhibiting signs of respiratory difficulty or has a decreased level of consciousness. Parents should not be permitted in the designated isolation areas in buildings to sign out their child.

Isolation areas will be kept separate from regular nurse areas and/or offices that are used by students that need daily procedures. School Administration and nursing staff will identify areas for use in each building. Students in isolation areas must be visible to school staff supervising the area. Proper PPE, ventilation and cleaning of areas should follow WVDE/CDC guidelines.

Attendance Policies and Absences

During the COVID-19 pandemic, the attendance policy will be modified as needed. Please refer to the Attendance Director for specific questions on this issue. If a student or staff member is sick, they need to go home and not expose any of the other students or staff to an illness.

Visitors

- Non-essential visitors to any Putnam County School building will be extremely limited.
- Signs concerning visitors must be displayed at all entrances to school buildings.
- All essential visitors approved must be assessed by a designated employee (trained by the school nurse) before entering school building.
- All visitors are restricted to the designated visitor area.
- Visitors must properly wear mask/face covering/shield.
- Visitors are not permitted in commons areas, cafeterias, or classrooms.
- Communication and meetings should be virtually conducted as much as possible.
- Emergency Service Personnel responding to emergencies are not considered visitors.

Mental Health Wellness

Putnam County Schools has counselors, school psychologists, school social workers and school nurses to address the physical, social-emotional and mental health wellness of students, staff and families. School Counselors, School Psychologists, School Social Workers and School Nurses are trained to provide social emotional and mental health supports to students.
Medical Considerations

Student’s health and safety is paramount. Students with underlying medical conditions are at a greater risk for illness of COVID-19 and severe complications. Parents/guardians of students with medical concerns or who are medically fragile will need to speak with their health care provider about the best educational option for their child.

Students at Risk (may include but not limited to):

- Lung Conditions (Ex. Cystic Fibrosis, Asthma)
- Heart Conditions
- Immune Compromised (Ex. Cancer, Post-Transplant)
- Neurologic (Ex. Cerebral Palsy)
- Metabolic Conditions
- Diabetes

Considerations at School

- Students unable to wear masks are required to submit proper documentation for medial exemption.
- Structure of the school day may be altered for the student safety.
- Any and all medical equipment that is used throughout the day will be cleaned frequently by staff.

Returning to School After COVID-19

Student/Employee returning to School after testing positive for COVID-19. If a person tests positive for COVID-19 must complete a questionnaire and answer Yes to the following questions:

- Have you been fever free without taking fever-reducing medication and have had no symptoms for 72 hours?
- Has it been at least 10 days since having first symptoms of COVID-19?
- Has it been 3 days since symptoms have totally resolved?
  - If a person tests positive for COVID-19 but has no symptoms, the individual shall stay home for 10 days after testing.
  - If a student/employee tests negative for COVID-19, the person may return to school after student/employee is fever-free without taking fever reducing medication and is feeling well for 72 hours.

Possibility of School Closure

Any possible school closure would be determined by the Governor in collaboration with WVDE /WVDHHR and health officials.

Any situations of potential positive COVID-19 case exposure will be determined by PCS in collaboration with Putnam County Health Department. Contact tracing of individuals may be necessary and determined by state/local health departments. Confidentiality will be maintained by school administration as required.

Confidentiality: School administration will coordinate with local health officials to notify staff and families immediately of any possible exposure to COVID-19 while maintaining confidentiality.
PUTNAM COUNTY SCHOOLS

FACILITIES

Classrooms
- If students change classrooms, desks and frequently touched surfaces will be sanitized in classrooms when classes are changed.
- Hand sanitizer will be available for all staff and students to use as they enter the classroom.
- Tissues will be available for students in each classroom.
- Face coverings will be required when proper social distancing cannot be achieved in the classroom (grade level variations).

Entering/Exiting School Buildings
- All students, staff, and visitors will enter and exit the building through designated points.
- Building staff are to report directly to their assigned work areas and prepare to receive students.
- Pick up and drop off procedures will be developed by building level administrators. Parents will be required to remain outside of the building to receive students.

Hallway Procedures
- All hallway traffic will socially distance with travel lanes clearly marked. When social distancing cannot occur, students will need to wear a face covering.

Deliveries
- Vendors and county warehouse employees will have specific designated areas to make deliveries out of the student traffic areas.
- No personal deliveries will be allowed during the school day. This includes the following: food, flowers, balloons, schoolwork, and other similar items.

Hygiene/Sanitation
- Hand sanitizer will be made available throughout the school building to include classrooms, cafeteria, and gymnasiums.
- After class changes, desks and frequently touched areas will be sanitized.
- Class equipment that will need to be used by multiple students will be sanitized after each use.
- Restrooms will be sanitized every two hours while students are present. Frequently touched areas such as doorknobs, tabletops, stair rails, faucet handles, toilet handles, playground equipment, light switches, desks, chairs, kitchen countertops, cafeteria and service tables will be sanitized on an established schedule and each evening. Each classroom will be misted each evening with an approved disinfectant.

All Schools
- School administration will communicate campus specific arrival and dismissal procedures.
- Alternate water sources will be made available as water fountains are not be used. Students may bring a reusable water container. Disposable cups will also be available.
- School-wide assemblies are suspended until further notice.
- Parent meetings such as IEP or SAT will be conducted either by phone or through virtual means such as Microsoft Teams.
Transportation information for parents:

- Bus operators will wear face coverings when students enter or exit the bus.
- Bus operators will clean and disinfect frequently touched surfaces before and after all routes.
- Bus operators will keep doors and windows open during cleaning and between trips/routes to allow for airing out of the bus.
- During the route, bus operators will lower the windows approximately one inch or more (weather permitting) to allow for proper ventilation.
- Bus drivers and aides will clean, sanitize and disinfect equipment including items such as car seats, wheelchairs, walkers, adaptive equipment and all other high touch point areas.
- Hand sanitizing stations will be provided on each bus for use by driver and students.
- Students will be limited to two to a seat or three if all are from the same family.
- Face coverings are required for students K-12 while in transport and will be made available to those who do not have a face covering.
- Students will be seated from the back to the front as they enter the bus. Students will exit from the front to back.
- A student identified with COVID-19 symptoms will not be transported home by the school bus at the end of the day. They will be required to be picked up by a parent or guardian.
- Students will not be permitted to ride the bus home with other students at the end of the day. Students must follow their regular route and bus assignment home.
It is important that Putnam County Schools families, staff, and community receive information from reputable and reliable sources. Putnam County Schools is dedicated to transparent and timely communication updating families and the school community during the school year. Putnam County Schools communication channels include but are not limited to:

**PUTNAM COUNTY SCHOOLS WEBSITE**
www.putnamschools.com

**PUTNAM COUNTY SCHOOLS SOCIAL MEDIA**

- PUTNAM COUNTY SCHOOLS - WV
- PUTNAMWVSCHOOLS
- PUTNAMWVSCHOOLS

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