



# Cumberland County Public Schools

## Infectious Disease Preparedness and Response Plan

### 2022-2023

In response to the COVID-19 pandemic, Cumberland County Public Schools (CuCPS) has developed this Infectious Disease Plan to ensure the safety of all staff and students. The plan is based on guidance from the Center for Disease Control (CDC), the Virginia Department of Health (VDH), the local health department, and the Governor's Office. This plan outlines the strategies for mitigating the public health risk of COVID-19 and for complying with the CDC and VDH recommendations as well as Department of Labor and Industry standards. The plan may be amended as new research and guidelines emerge or new federal, state, or local mandates are issued.



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## **I. Purpose**

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

## **II. Responsibilities**

Cumberland County Public Schools (CuCPS) has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

Health Officer			
Name	Title	Department	Phone Number
Dr. Chip Jones	Superintendent	Central Office	804-492-4212

For the purpose of ensuring compliance with the most recent safety and health requirements, Dr. Elizabeth Jamerson is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

## **III. Determination of Exposure Risk by Job Duty**

CuCPS has determined the COVID-19 exposure risk level of all worksite functions to ensure that the division applies appropriate hazard controls—including training, equipment, and personal protective equipment (PPE)—to protect employees' safety and health. This assessment is based on OSHA Publication 3990, which outlines four exposure risk levels using the following guidelines:

“Very high” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARS-CoV-2 virus (e.g., laboratory samples) or persons known or suspected to be infected with the SARS-CoV-2 virus, including, but not limited to, during specific medical, postmortem, or laboratory procedures.

“High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure inside six feet with known or suspected sources of SARSCoV-2, or persons known or suspected to be infected with the SARS-CoV-2 virus that are not otherwise classified as “very high” exposure risk.

“Medium” exposure risk hazards or job tasks are those not otherwise classified as “very high” or “high” exposure risk in places of employment that require more than minimal occupational contact inside six feet with other employees, other persons, or the general public who may be

infected with SARS-CoV-2, but who are not known or suspected to be infected with the SARS-CoV-2 virus.

“Lower” exposure risk hazards or job tasks are those not otherwise classified as “very high,” “high,” or “medium” exposure risk that do not require contact inside six feet with persons known to be, or suspected of being, or who may be infected with SARS-CoV-2. Employees in this category have minimal occupational contact with other employees, other persons, or the general public, such as in an office building setting; or are able to achieve minimal occupational contact through the implementation of engineering, administrative and work practice controls.

Classes of employees have been assigned to risk categories as follows:

Job Duty	Work Area	Risk Assessment	DOLI Guidelines in 16 VAC 25-20, <i>Emergency Temporary Standard/Emergency Regulation</i>
Administrators	School facilities	Medium	Employees in on campus educational settings in schools, colleges, and universities
Bus/Car Drivers	Transportation shop, buses, and/or cars	Medium	Employees providing transportation of passengers by air, land, and water
Cafeteria Staff	School cafeteria	Medium	Employees in restaurants and bars, grocery stores, convenience stores, and food banks
Coaches	Sports fields or gyms	Medium	Employees in venues for sports
Custodians	School wide	Medium	Employees in on campus educational settings in schools, colleges, and universities
IT Staff	Office and/or school wide	Medium	Employees in on campus educational settings in schools, colleges, and universities
Mechanics	Transportation office and bus shop	Medium	Employees in on campus educational settings in schools, colleges, and universities
Nurses	Nurse’s stations	Medium	Healthcare providers and support services in a non-hospital setting
Paraprofessionals	Classrooms	Medium	Employees in on campus educational settings in schools, colleges, and universities
Secretaries	Offices	Medium	Employees in on campus educational settings in schools, colleges, and universities
Teachers	Classrooms	Medium	Employees in on campus educational settings in schools, colleges, and universities

#### **IV. Contingency Plan in the Event of an Infectious Disease Outbreak**

In the event that an outbreak or pandemic due to an infectious disease, Cumberland County Public Schools has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

- The Superintendent will work closely with all state and local officials, including the Cumberland Health Department and the VDH to make all decisions related to possible school closure in response to an infectious disease.
- Comprehensive disease communications will be developed and delivered to students, families, staff, and community members.
- The district and/or school nurses will educate school communities about strategies for the prevention of illness including, proper hand washing techniques, good health habits, community mitigation, social mitigation, and vaccinations if these become available; as well as any other strategies deemed necessary or appropriate for preventing illness transmission.
- School administration and school nurses will utilize and update plans to be enacted in the event that a student or staff member must be sent home from school due to illness.
- Collaboration will occur with the Cumberland County Department of Health and the Virginia Health Department/Piedmont Health District to monitor health data and update schools, staff, and families regarding potential changes that may occur or new and pertinent information related to the extent or spread of the illness.
- The division will implement strategies to mitigate the spread of disease, such as conducting health screenings, practicing social distancing, and providing staff with personal protective equipment (PPE).
- Plans will be put in place to identify and protect vulnerable populations to the greatest extent possible, which may include telework options and remote learning.
- The division will put in place a procedure to remove those suspected of having an infectious disease from the remaining population.

#### **V. Basic Infectious Disease Prevention and Control Measures**

To control the spread of infectious disease, additional housekeeping measures will be implemented in the workplace to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease.

- All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces will be disinfected before, in the middle of, and at the end of each work day to the greatest extent possible.
- All contact surfaces of vehicles used by more than one person will be disinfected at the end of each person's use.
- All disinfectants are EPA-approved or otherwise comply with the CDC disinfection guidance.
- The district will ensure that adequate disinfection products are on hand and that employees using the products are aware of any personal protective equipment that is required for use.
- The division will encourage and provide opportunities for staff members to be vaccinated to prevent the spread of infectious diseases, such as COVID-19. In the event that state or

federal mandates require all employees to be vaccinated or be tested weekly, the division will make arrangements to comply.

Additional precautions and actions may include the following:

1. Social distancing will be maintained to the greatest extent possible.
2. Dedicated entry points will be designated and monitored for all parents, students, and visitors.
3. Large gatherings will be minimized whenever possible.
4. Athletic activities will follow the guidelines issued by the Virginia High School League.
5. Handwashing will be encouraged and personal protective equipment will be provided as necessary. Hand sanitizer will be available in classrooms and hand sanitizer stations will be positioned in prominent positions, including near doorways. Personal protective equipment, including face masks and gloves, will be provided as necessary.
6. The wearing of masks will be optional for staff and students unless mask mandates are implemented by order of the Governor and/or the VDH. However, anyone who has been identified with COVID-19 who plans to return to school after a five-day quarantine, should wear a mask for 5 days or continue quarantining for five days.
7. Nurses, special educators, and other employees as deemed necessary will be provided with medical grade PPE and/or face shields.
8. Signage will be put in place reminding everyone of COVID-19 symptoms and providing general mitigation strategies.
9. Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours.
10. Employees who are sick will be asked to remain at home.
11. Filters for heating/cooling systems will be changed regularly and ventilation systems will be monitored by the county maintenance department.
12. Water fountains will be cleaned and sanitized on a regular basis. Water bottles and/or cups will be available so that water fountains may be used as filling stations. Individual bottles of water will be available as needed.
13. Plexiglass barriers will be available for reception areas, including administrative assistant stations.

## **VI. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees' protected characteristics as defined by local, state, and federal law. Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from an employee's personnel documentation.

### **1. Employee Self-Monitoring**

Employees who display COVID-19 symptoms, such as fever greater than 100° F, unusual cough, shortness of breath, new sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, are encouraged to get a COVID-19 test. As with any infectious illness (such as influenza), employees should not report to school when they could infect others.

Persons who test positive (regardless of vaccination status) should isolate themselves at home for at least five days. If they are asymptomatic or symptoms are resolving and they have been fever-free for 24 hours, they may return after Day 5 if individuals are able to mask through Day 10. If unable to mask, individuals should remain in isolation for 10 days or follow the CDC “test based strategy,” which now includes two negative antigen tests after 5 days of isolation, in addition to being fever-free for 24 hours and with other symptoms improving. The first test should be on day 6 or after, and the second test should be 48 hours after the first test

## **2. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, employees are asked to self-monitor on a daily basis. Employees should ask themselves the following questions:

1. Are you currently suffering from any of the following symptoms—fever greater than 100° F, unusual cough, shortness of breath, new sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19 and are not fully vaccinated?

Employees who develop symptoms while at work must immediately report to their supervisor and/or Human Resources to determine procedures.

## **3. Return-to-Work Requirements**

Employees who were diagnosed with COVID-19 may return to work after their quarantine period upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Improvement in respiratory symptoms (e.g., cough, shortness or breath) and resolution of fever without the use of fever-reducing medications; and
- Negative results of a COVID-19 test.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Improvement in respiratory symptoms (e.g., cough, shortness or breath) and resolution of fever without the use of fever-reducing medications; and
- The individual is able to wear a mask for an additional 10 days. Anyone unable to wear a mask for the additional 10 days should remain in isolation.

Cumberland County Public Schools will follow state and federal guidance for return to work procedures as well as guidance from the employee's health care provider.

## **VII. Procedures for Minimizing Exposure from Outside Workplace**

CuCPS business practices are continually evaluated to ensure the safety and health of all individuals. The division will implement the following guidelines:

- Hold onsite meetings with appropriate precautions
- Utilize virtual meetings whenever deemed appropriate.
- Use outside venues whenever possible, such as outside classrooms and events.

Social distancing practices are observed.

- Employees are encouraged to practice social distancing to the greatest extent possible when attending meetings, workshops, etc.
- Entrance to school buildings will be monitored. Outside doors will be locked and visitors must be allowed into offices.
- Masks and hand sanitizer are available for visitors.
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.
- Face to face contact is minimized as much as possible, such as by providing Plexiglass shields for office areas.
- Outside learning spaces have been made available.
- High-traffic areas and areas such as doorknobs and counter tops are disinfected frequently.
- Parent drop-off and pick-up of students has been designed so that parents do not have to enter the buildings.

Exposure from the general public is minimized as much as possible. In addition to the above mitigation strategies, CuCPS has implemented the following:

- School facilities will be rented to outside groups only if it is deemed safe to do so by public health department guidelines and/or state and federal mandates.
- Large gatherings will be limited if outbreaks of infectious diseases occur.
- Athletic events are being held in accordance with guidelines issued by the Virginia High School League.

## **VIII. Training**

All employees at Cumberland County Public Schools are required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease. The training material covers the following:

- Requirements of the COVID-19 governmental mandates.
- Schools' Infectious Disease Preparedness and Response Plan.

- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
  - When PPE is required
  - What PPE is required
  - How to properly don, doff, adjust and wear PPE
  - Limitations of PPE
  - Proper care, maintenance, useful life and disposal of PPE

All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

- Training Records will be certified by the following requirements:
  - Employee name
  - Employee's signature (physical and electronic)
  - Date
  - Signature of Trainer

The following training record may be used by CuCPS:

Date:		Trainer:	
Employee Name (Printed)	Employee Name (Signature)	Work Area	COVID-19 Risk Level



Or the division may include documentation of COVID-19 and the CuCPS Infectious Disease Training Plan as part of the annual compliance training acknowledgement sheet similar to the one below:

## Cumberland County Public Schools Training Acknowledgement Sheet

☐ I have received and understood training in the following areas:

- Allergies & EpiPen Training
- Bloodborne Pathogens
- Concussion Training
- Internet Safety
- Sexual Harassment
- COVID-19 and CuCPS Infectious Disease Plan

☐ Furthermore, I have read and understand the *Cumberland County Public Schools Employee Handbook*. I agree to adhere to the rules and regulations of Cumberland County Public School.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

\_\_\_\_\_  
SIGNATURE OF TRAINER

\_\_\_\_\_  
WORK AREA/JOB TASKS

Medium  
\_\_\_\_\_  
EXPOSURE RISK DETERMINATION

*NOTE: All job functions of CuCPS are at the medium exposure risk determination.*

Retention of training records will be retained in employee files. These records are located in the School Board Office. The most recent training records will be maintained.

*NOTE: The Cumberland County Public Schools Health Plan currently calls for all students to attend school five days per week, although there is a virtual option for parents who choose for their children to attend virtually.*

## **IX. Industry Specific Guidelines**

### **A. Office and Building Guidelines:**

1. Face coverings are optional and all employees who chose to remain masked are invited to do so.
2. Doors to buildings will be locked restricting entrance, including to break rooms. Elevator use will be limited to avoid over capacity and allow room for social distancing.
3. Water fountains will be cleaned and sanitized on a regular basis. Water bottles and/or cups will be available so that water fountains may be used as filling stations. Individual bottles of water will be available as needed.
4. Disinfecting supplies will be provided and employees will be encouraged to wipe down their workstations at least twice daily.
5. Signs will be posted about the importance of personal hygiene.
6. High-touch areas will be disinfected to minimize shared items when possible.
7. Cleaning and communications protocols have been established when employees are sent home with symptoms.

### **B. Outdoor Guidelines:**

1. The division will provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed according to guidance provided by state and federal mandates.
2. The division will encourage employees to maintain six-foot social distancing to the greatest extent possible even at outdoor events or when performing work outside.
3. The division will provide disinfecting supplies for employees for use when sharing equipment.

## **X. Notes**

- A. Cumberland County Public Schools will make a good-faith effort to protect employees from workplace exposure to the SARS-CoV-2 virus that causes the COVID-19 disease. Any employee who has observed violations in procedures may make a complaint—either by name or anonymously—by sending a letter to Dr. Elizabeth G. Jamerson, Cumberland County Public Schools, P.O. Box 140, Cumberland, VA 23901. Email messages may be left at [ejamerson@cucps.k12.va.us](mailto:ejamerson@cucps.k12.va.us) or by voice mail at 804-492-4212, ext. 6105.

- B. CuCPS will assess the workplace for hazards and job tasks that can potentially expose employees to the SARS-CoV-2 virus.
- C. CuCPS will notify the Piedmont Health District any outbreaks (as defined by the VDH). The Piedmont Health District will notify the Department of Labor and Industry and the Virginia Health Department.
- D. CuCPS encourages employees to get vaccinated and will follow any vaccine mandates that may be enacted by an Executive Order or by the VDH. In any event, CuCPS will rely on an employee's representation of being fully vaccinated without requiring proof of vaccination.