



*Hybrid In-Person Model Addendum  
Processes & Procedures*

*As of 9/28/2020*

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# Introduction

The Return to Learn Hybrid In-Person Model Addendum is a supplement to the Return to Learn Plan that was approved by the School Board on July 15, 2020. The approved Return to Learn plan was submitted to the VDOE and VDH accordingly. This Addendum is based on up-to-date guidance from the Virginia Department of Health (VDH), Virginia Department of Education (VDOE), and Centers for Disease Control and Prevention (CDC).

Additional information on Spotsylvania County Public Schools' Return to Learn plan and resources are posted on each school's website and the division's website at [www.spotsylvania.k12.va.us/domain/2994](http://www.spotsylvania.k12.va.us/domain/2994).

# Hybrid Model Overview

SCPS plans to transition to the hybrid model on October 12, 2020, based on the Governor’s current phase recommendation, guidance in consultation with the VDH, and school board approval. In an attempt to support families, SCPS will strive to keep families with students at differing school levels (elementary, middle, and high) on the same schedule while understanding that all requests may not be able to be fulfilled.

In order for students and staff to meet social distancing mandates outlined in the VDOE’s Recovery, Redesign, Restart Guidance Document, instructional delivery will require a schedule with reduced in-person learning combined with distance learning. Pre-Kindergarten through 12th grade students will be divided into two groups and will physically attend classes for two days during the week. Group 1 will attend school on Mondays and Tuesdays, and Group 2 will attend schools on Thursdays and Fridays. On Wednesdays, division-wide, students will participate in distance learning enabling building cleaning to occur. Additionally, instructional staff will engage in planning and professional development activities on Wednesdays. For specific daily schedules, please contact your child’s school.

## Elementary:

Monday	Tuesday	Wednesday	Thursday	Friday
Group 1 Full Day In-Person	Group 1 Full Day In-Person	Building Cleaning, Virtual Planning, Professional Learning	Group 2 Full Day In-Person	Group 2 Full Day In-Person
Group 2 Full Day Distance Learning	Group 2 Full Day Distance Learning	Groups 1 & 2 Full Day Distance Learning	Group 1 Full Day Distance Learning	Group 1 Full Day Distance Learning

## Secondary:

Monday	Tuesday	Wednesday	Thursday	Friday
Group 1 Full Day In-Person A-Day	Group 1 Full Day In-Person B-Day	Building Cleaning, Virtual Planning, Professional Learning	Group 2 Full Day In-Person A-Day	Group 2 Full Day In-Person B-Day
Group 2 Full Day Distance Learning A-Day	Group 2 Full Day Distance Learning B-Day	Groups 1 & 2 Full Day Distance Learning	Group 1 Full Day Distance Learning A-Day	Group 1 Full Day Distance Learning B-Day

# Distance Learning Resources

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SCPS is committed to student-centered instruction that is rigorous, well-planned, and targeted. While the instruction may look different for distance learning and hybrid in-person models, the focus will remain on providing students with engaging, high-quality learning experiences.

Parents and students are encouraged to reference the Learning from Home parent and student site that may be accessed through the Return to Learn section of the website or directly at <https://sites.google.com/spotsylvania.k12.va.us/learning-from-home-scps/home>. This site provides information on tips for success, how to login and navigate Google, Canvas, and other learning platforms as well as information on tools that support instruction.

If you are having technical issues and need assistance, please complete the Distance Learning Tech Support help request form, which may be found on the school's website home page under Announcements or under the Student Tab. Schools monitor this information during school hours Monday – Friday.

**NOTE:** The Distance Learning Tech Support help form is school specific, so if you have more than one student, be sure to complete the form on the corresponding school website.

# Health & Safety Protocols

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Health and safety are paramount in the learning process for students. An important part of keeping students and staff safe is having students and staff conduct a daily health assessment prior to coming to school/work, actively encouraging sick individuals to stay home if they are ill and only returning to school/work once fever free (below 100.4) without medication and symptom free. Mitigation strategies such as using face coverings, wearing masks, and social distancing are the cornerstone of protecting students and staff against the Coronavirus. Additional guidelines are provided below.

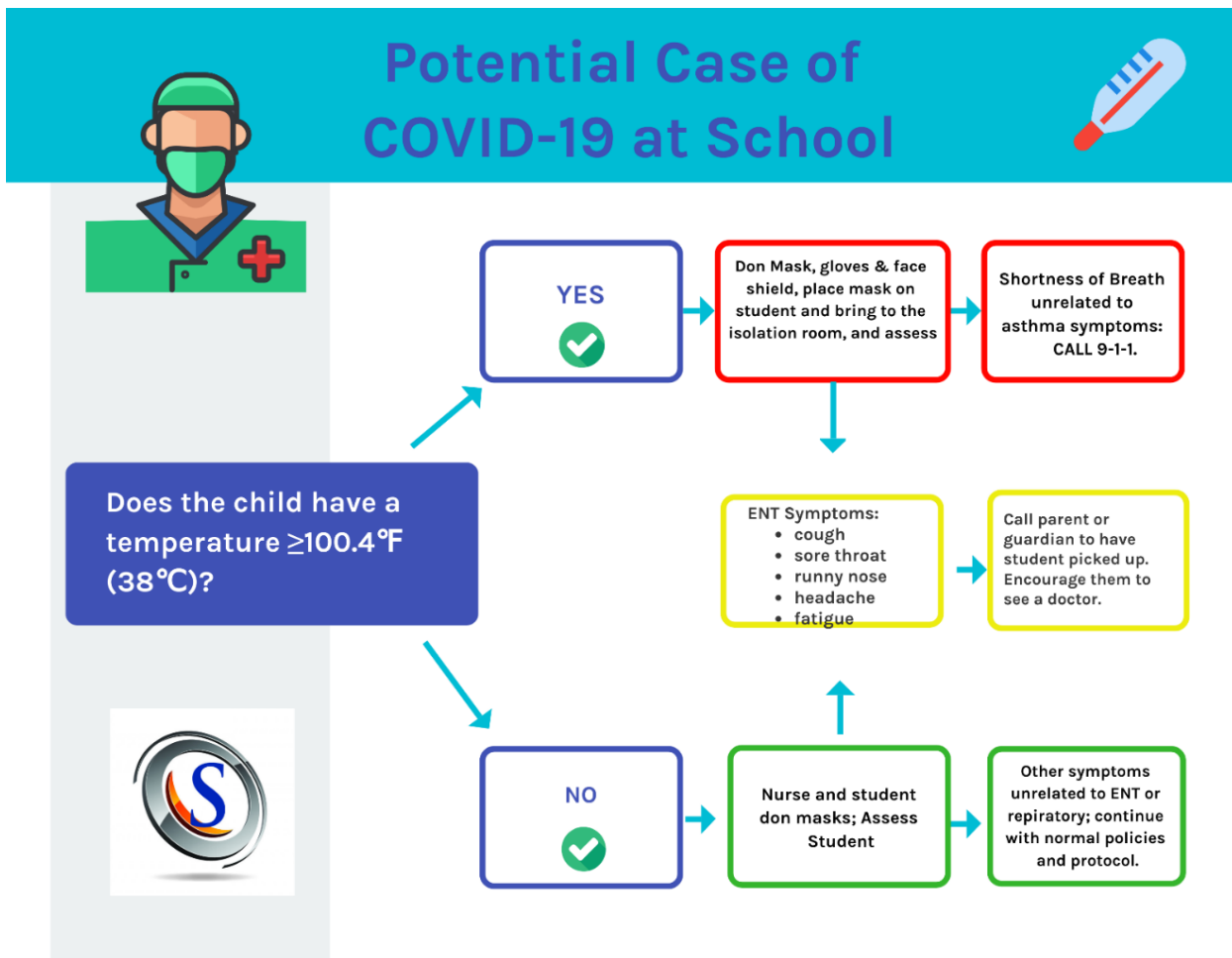
## Face Covering Protocols on School Property and School Buses

- In order to enter a building, students, staff, substitutes, volunteers, and visitors will wear a properly fitted face covering/mask covering their nose and mouth.
- Employees are to wear a face covering/mask in any common areas (unless eating or drinking).
- Disposable face coverings/masks will be available, if needed.
- Face covering/mask breaks will be allowed as appropriate.
- Face coverings/masks may be removed during outdoor recess and outdoor P.E. with ten (10) feet of physical distancing to the greatest extent possible.
- Employees may remove face coverings/masks in their own workspaces - offices, classrooms, workrooms, or vehicles when the space is NOT shared with other persons.
- Employees and students will be accommodated in the wearing of face covering/masks, face shields if required or other working conditions related to the Coronavirus in accordance with federal and state laws and regulations.

NOTE: Face shields are not as effective as face coverings/masks and therefore should not be substituted for a face covering/mask unless directed by a healthcare professional.

## Sick at School

The school nurse will assess the sick student or staff member based on current CDC and VDH guidance. If a nurse is not available to assess, the following protocol will be used by trained staff for the assessment.



## Contact Tracing in the Event of a Positive Case/Probable Case

- The school nurse will develop a close contact list and report it to VDH and Health Services.
- The school nurse will provide initial quarantine/isolation guidance for positive/probable cases and/or close contacts per current guidance for student or staff member reporting positive/probable case.
- Virginia Department of Health (VDH) will contact individuals identified as close contacts.
- Positive/probable student, positive/probable staff, and those identified as close contacts should be aware that quarantine/isolation time frame may be adjusted per VDH guidance.
- When a case of COVID-19 affecting the school or workplace has been confirmed by Virginia Department Health (VDH) officials, close contact tracing will be conducted by that agency.
- Public health officials (VDH) will determine who qualifies as a close contact and will determine the need for testing or quarantine.
- Additional disinfection will be scheduled per current CDC and VDH guidelines.



## Protocol for Student Returning to School

- A student or staff member diagnosed with COVID-19 cannot return to school until they have met CDC's [criteria to discontinue home isolation](#).
- A sick student or staff member who has been sent home with COVID-19 like symptoms must complete the 10-day quarantine period and be fever free for 24 hours during the isolation period and have improvement of other symptoms prior to returning to campus or provide documentation from a health care provider of clearance to return to school.

IMPORTANT NOTE: The above guidance is based upon the information provided by the VDH at the time of the publication of this document. Procedures and protocols may change as this situation continues to evolve.

## Personal Protection Equipment (PPE)

- PPE for SCPS teachers and staff:
  - School nurses and clinic assistants: Gloves, gown, surgical mask and face shield or goggles.
  - Teachers and paraeducators working with low-incidence populations of students with disabilities: gloves, face coverings/masks and face shields.
  - Food service workers: gloves, face coverings/masks, and face shields
  - Other employees: gloves available (not required), face coverings/masks
  - Face covering/masks will be available for staff in event that one becomes soiled or damaged.
- PPE for students:
  - Any student who needs a properly-fitted face covering/mask will be given one.
  - Face coverings/masks will be available for students in the event that one becomes soiled or damaged.

NOTE: PPE items are subject to supply availability; however, a reasonable substitute PPE will be provided.



# School Closure

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If the number of positive COVID-19 cases rises, it may become necessary to close a school(s) or potentially the entire school division.

- The need for a school and/or division closing will be determined by monitoring COVID-19 metrics such as positivity rates and cases per 100,000 and working closely with the VDH and current CDC guidance.
- Staff and student positive cases, as well as quarantining measures required by VDH will be significant factors in the decision-making process.
- In the event of a closure, messaging similar to a weather related event will occur.

# Bus Transportation

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Transporting students amidst the COVID-19 pandemic looks different than our typical operating system. Buses will be operating at a reduced capacity to accommodate physical distancing (24 students per bus). The following restrictions and disease mitigation measures apply to bus transportation:

- Students and drivers must have a face covering/mask on before entering the bus, during the entire ride on the bus, and until they get off the bus in the afternoon. Students who do not have a face covering/mask will be provided one.
- Students will sit one per seat. Only students from the same household may share a seat.
- The same seat will be assigned to the student for each ride.
- Bus passes and accommodations to ride another bus will not be provided.
- Failure to follow the mitigation plan on the bus or other code of conduct violations will result in the removal of bus riding privileges.

# Classroom (Building)

## Mitigation and Supplies

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To ensure our educational environments are as safe as possible, SCPS has created, with guidance from VDH and CDC, guidelines for our learning spaces, sanitation measures, and air quality. Some of these mitigation strategies are easily transparent such as the arrangement of a classroom, while others such as the handling of air, are not. The lack of visibility does not negate the importance.

- Transparent Plastic Barriers are installed in the front office and in selected classrooms for small group or individual instruction.
- Desks, chairs, and seats in classrooms, libraries, labs, hallways, cafeterias, workspaces, and when seated in gymnasiums and stadiums will maintain 6 feet of spacing.
- When wearing face covering/mask, physical distancing of 6 feet or greater will be maintained between persons.
- Recess and physical education activities will be modified or structured to promote proper physical distancing. Students should use hand sanitizer prior to, and after playing on any climbing structure and/or apparatus. Shared items such as soccer balls, footballs, etc. should be wiped down after each use. Students should wash their hands with soap and water prior to returning to the learning environment.
- Signage with directions to physical (social) distance, wear face coverings/masks, wash/sanitize hands, NOT to share food or beverages and to clean shared equipment before and after use will be posted in areas of the school or departments where they are needed.

### Sanitation Measures for Rooms and Surfaces

- Classrooms:
  - Disinfectants will be distributed to classrooms. Teachers should disinfect their own chair, desk, keyboard, phone and other personal supplies.
  - Teachers should identify for students the high-touch areas that may be used during in-person instruction.
  - Custodians will sanitize counters, classroom sinks, desks, chairs, and tables. Frequency will depend on use of the spaces.

- Teachers and students are be responsible for sanitizing their own supplies and area at the end of each block or period of instruction.
- Offices:
  - Disinfectants will be distributed to offices. Staff should disinfect their own chair, desk, keyboard, phone, etc.
  - Custodians will sanitize office counters, office sinks, copiers, common chairs, and tables. The frequency will be based on usage.
- Cafeterias:
  - Cafeteria tables and seats should be sanitized by cafeteria aides in elementary schools and custodians in secondary schools between uses of each student group. Common dispensers (napkin, straw, water and condiment) will be removed.
  - Kitchens and Serving Areas: All food preparation and serving surfaces and utensils will be sanitized by cafeteria staff between servings of student groups. Storage areas should be sanitized daily.
  - Vending Machines: Vending machine buttons and money slots/change returns in hallways and staff work areas should be sanitized every two hours during school hours.
- Bathrooms:
  - High-touch surface areas should be sanitized as often as needed depending on use (urinals, toilets and sinks, urinals/toilet flush handles, stall door handles, sink water handles and soap dispensers).
- Clinics:
  - Nurses will clean with a hospital-grade disinfectant after someone exits the space.
  - Custodians will use the same disinfectant and if needed electrostatic machines with disinfectants in clinics.
- Locker rooms and weight rooms:
  - Custodians will use a combination of disinfectant and electrostatic machines with disinfectants after VHSL physical conditioning or practice is completed.
- Bus and vehicles:
  - Buses and vehicles will be cleaned with disinfectant after morning, mid-day, and afternoon trips are completed.
  - Buses will be electrostatically cleaned twice a week and as appropriate per safety protocols.
- Identified classrooms, offices, and school buses:
  - Custodians should disinfect identified areas with electrostatic machines when circumstances may warrant as directed by the Director of Health Services, the Director of Maintenance, Executive Director of Operations, or the Director of Transportation.

NOTE: The application of sanitizers and cleaners will be done in accordance with regulations and directions for use. Only commercially-made products will be used and distributed.

## Air Ventilation and Water Systems

- SCPS, in conjunction with the county utilities department, tests to ensure that water quality standards are acceptable on a weekly basis.
- Air ventilation systems checks and filter replacements are regularly conducted in accordance with CDC guidelines.
- Clinics are outfitted with HEPA air purifiers.

# Instruction

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Bringing our students and staff back into the school buildings requires learning and adjustment for all. Teachers, staff, and students must understand how to access familiar environments with the introduction of new protocols and practices. Additionally, students, staff, and parents need clarity regarding these parameters and should understand what occurs when conditions are not met.

## Professional Learning

- Prior to working in-person with students, all staff and substitutes will be trained in the following:
  - Recognizing symptoms and risk factors associated with COVID-19;
  - Proper personal hygiene practices;
  - Physical (social) distancing and using personal protective equipment (PPE);
  - Communicable disease prevention measures specific to different environments, equipment, and circumstances;
  - Procedures for students who attend ill; and
  - Protocols for hallway transitions, recess, lunch, and restroom.
- School Maintenance will train custodial staff in proper cleaning and sanitizing spaces, equipment, and surfaces as provided for in the Mitigation Plan.

## Instructional Opportunities

- Assemblies: school-wide assemblies will not take place under Phase 3 conditions.

- Events and activities: Large group events and activities of 250 persons in the same space will not be allowed under Phase 3. Smaller group activities and events may take place if mitigation strategies and measures are in place. Approval will be required by the Superintendent or designee.
- Field trips: Educational field trips may be taken provided transportation and the site of the trip can accommodate the students and staff with the mitigation strategies and measures in place. Approval will be required by the Superintendent or designee. Virtual field trips are encouraged.

## In the Event of a Positive Case

- Students who become ill with COVID-19 or have to quarantine due to exposure:
  - Absences will be excused upon receipt of written confirmation from a healthcare professional
  - A student who is asymptomatic, or is asked to quarantine, will join his or her class virtually and will be counted as present. The teacher will provide assignments for those unable to connect from home.
  - Completed assignments are to be returned to the teacher via email or when the student returns to in-person learning.

## Daily Procedures and Protocols

- Hand washing and hand sanitizing:
  - All persons are expected to wash (for a least 20 seconds) or sanitize their hands frequently throughout the day, particularly after coughing, sneezing or before touching their face.
  - Washing or sanitizing should occur before drinking, eating, and when handling a document or object shared with another person.
  - Hand washing or sanitizing before and after recess and physical education should occur. Using products with at least 60% alcohol is recommended.
- Sharing of equipment and instruments:
  - Students and staff are NOT to share computers, phones, equipment and instruments unless no reasonable alternative exists. Cleaning a shared object before use and using hand sanitizer after use is encouraged.
- Food and beverage:
  - Limited water fountains will be accessible to students and staff for water filling stations (with the exception of touchless bottle fillers). At times, some water fountains will be closed for sanitation. Students and staff may supply their own containers for drinking water.
  - The sharing of food or beverages among students or staff is generally prohibited.
  - All food for the purpose of sharing with classmates or staff to celebrate a birthday, holiday, or other reason is prohibited.

- Lunch with students and unscheduled classroom visits are prohibited.
- Student personal supplies:
  - Students are expected to have their own personal (clothing/ grooming) and school supplies, a face covering/mask, and a personal supply of hand sanitizer.
  - Cleaning/disinfecting of clothes and personal property with proper agents after arriving home is recommended.
  - Forgotten items, including lunch, may be dropped at the school office.
- Locker rooms:
  - Middle and high school locker rooms will NOT be open for use for changing clothes and/or showering for physical education classes. Students will need to have proper shoes and clothing for physical education upon arrival to school.
- Restroom use:
  - Group size shall be limited according to the number of toilets/urinals and sinks in the restroom.
  - Washing hands for 20 seconds or longer is expected.
- Classroom changes/bell schedules:
  - Classroom changes will be timed in such a manner to limit the number of persons in a hallway at a time. Movements of students in the building will be restricted to the extent possible.
- Visitor restrictions and procedures:
  - Limiting visitors to the school is necessary to prevent the spread of the Coronavirus.
  - Visitors should schedule an appointment prior to a visit to the school office for appropriate school business such as early pick-up, drop off of materials or medications.
  - Visitors are expected to adhere to the same mitigation expectations as all students and staff.

## Noncompliance

- All stakeholders are expected to adhere to these mitigation procedures.
- Community stakeholders and parents must comply with mitigation procedures to gain access to any SCPS building.
- Decisions for student disciplinary action resulting from the failure to adhere to the Mitigation Plan will be made by the assistant principal or principal in a manner consistent with School Board policies and regulations for disciplinary actions.
- Student failure to comply with wearing a required face covering/mask will result in disciplinary action including the potential removal from the hybrid learning environment to a 100% virtual setting.

# Human Resources

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## Distance Learning and Access to Internet Connectivity

Equity, a core value in the division's strategic plan, guided the School Board's decision in allowing students who have limited internet connectivity to access the network at their schools/sites. The division expanded the opportunity to employees' school-aged children, enrolled in SCPS, to engage in distance learning at designated schools.

- Employees whose children are enrolled in Spotsylvania County Public Schools are permitted to access connectivity for distance learning at the employees' assigned schools/sites when teachers and staff are working on campuses.
- This opportunity will continue when students return to the hybrid model for delivering instruction.
- Employees' children are to access internet connectivity at the employees' home-school. Children may not participate in distance learning in the employees' designated workspaces (ie: classroom, offices, and clinics).
- While employees' children may access connectivity on school campuses, elementary and secondary students are to be separated.

## Accommodating High-Risk Employees

The safety and well-being of SCPS students and employees are priorities and goals outlined in the division's strategic plan. While transitioning students and staff back to school, the division maintains its focus on, and support of, the physical and social-emotional health of the school community. Accommodations, including the option for teleworking, is being considered for employees who have been determined as high-risk by their physician.

- Employees requiring reasonable work restriction(s) must submit to the Office of Human Resources medical documentation from their health care provider specifying the recommended work restrictions.
- If the recommended work restrictions are deemed reasonable and can be accommodated, the employee will receive a letter from the Office of Human Resources approving the accommodations.

## Guidance for Substitutes

Long-term and daily substitutes may be secured for teacher absences. Absences must be entered into Aesop. In some instances, teachers may determine it is better to cover classes for one another rather than planning for



a substitute. *However, when daily subs are secured, they will be working at the schools.* Below are steps allowing substitutes access to virtual platforms:

- School site substitute email accounts have been created to provide substitutes the ability to start class Google Meets and access Google Classroom if necessary.
  - If a substitute account needs access to Google Classroom, the teacher can add the substitute account as a co-teacher and then remove the substitute account when the teacher returns to work.
- Teachers will email the substitute account their schedule including the Google Meet code for their classes. They will also include any file(s) that the substitute may need for the particular day's classes.
  - The subject of the email should be the teacher name and subject or grade level
- Substitutes will log into the account and access the email for the class they are covering for the day.
- Substitute account passwords will only be used for one week. At the end of the day on Friday, the password will be changed for the following week.

## Leave and Support for Staff Quarantine

Employees who quarantine due to exposure to or a positive result of Covid-19 may access the Family First Coronavirus Response Act.

To learn more about the Family First Coronavirus Response Act, please read the following information:

- The Families First Coronavirus Response Act (FFCRA) requires employers to provide up to 80 hours of paid sick leave:
  1. At the employee's regular rate of pay where the employee is unable to work because the employee is quarantined or experiencing COVID-19 symptoms and seeking a medical diagnosis; *or*
  2. At two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine, or care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- The FFCRA also provides up to an additional 10 weeks of paid expanded FMLA at two-thirds the employee's regular rate of pay where the employee is unable to work due to a need for leave to care for a child whose school or child care provider is closed or unavailable for coronavirus-related reasons.

FFCRA leave is not immediately available to new hires (employees must have worked 30 days in SCPS to be eligible for FFCRA leave). FMLA is considered under the provisions of FFCRA. Employees who have exhausted their FMLA cannot utilize FFCRA.

NOTE: If an employee must quarantine due to Covid-19 exposure or diagnosis, to maintain confidentiality, sick leave is entered into Aesop, and the Payroll Clerks will adjust the leave in accordance with FFCRA when processing the end of the payroll period.

# Additional Information

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Additional Return to Learn information and resources to support parents/guardians, students, and staff are posted online and can be viewed at the following links. Individuals needing assistance accessing this information, should contact the appropriate school or department.

- [Return to Learn Information & Resources](#)
- [Learning from Home Learning Resources](#)
- [Guidance for How to Select, Wear, and Clean Your Mask](#)
- [SCPS COVID-19 Dashboard](#)
- [SCPS Return to Learn Plan Frequently Asked Questions](#)
- [VHSL Guidance – SCPS Reopening for Sports](#)