

Clarke County Public Schools
COVID-19 Response and Planning
March 30, 2020

With public schools now closed, by order of Governor Northam, CCPS has been preparing and implementing a plan that is non-traditional in nature. This list is a representative sample of the work that is occurring within the school division.

Food Service

- Staff has maintained communication with the VA Department of Education's School Nutrition program staff and the United States Department of Agriculture to file appropriate applications for food distribution in the community.
- Several revised applications have been submitted to fully cover the length of the school closure.
- School food service staff has been preparing meals for distribution to **anyone** 18 years of age or younger in the community.
- Staff has ordered and received delivery of food products.
- Staff has developed a schedule for food distribution each Tuesday through June 2. Each qualifying individual can receive 5 breakfasts and 5 lunches on each distribution day. New guidance will allow students to receive food for the weekend. This distribution schedule allows for efficient scheduling of staff and lessens the need for community members to be out of their homes.
- Staff has organized deliveries to those qualifying individuals in the community who cannot access the food distribution sites on Tuesdays. The Transportation Department has coordinated the delivery routes using bus routing software. Bus drivers have been engaged to begin food deliveries in school board owned passenger vehicles.
- Staff has coordinated with faith-based organizations in the community to deliver food as part of the backpack program. These deliveries are made during the school division's regularly scheduled delivery days.
- In two food distribution dates, School Nutrition staff has distributed nearly 3,880 meals to individuals in our community.

Administration

- School administration began addressing issues related to COVID-19 the week of March 2 by canceling field trips that would potentially place our students and staff at risk.
- School administration has worked both in the office and remotely during the period of school closure.
- Administration has monitored guidance by the VA Department of Health, the Centers for Disease Control, the Office of Civil Rights and Governor Northam's office to ensure the division is abiding by all education and non-education related recommendations and orders.
- Virtual meetings have occurred daily between central administration and school-based administration to coordinate the essential functions of the school division.

- Administration has coordinated and distributed various communication to students and parents, including social media posts.
- Central administration has maintained communication with the VA Department of Education relative to changes required by the COVID-19 school closings. These changes have a direct impact on graduation, issuing of standard and verified credits, state payments for educational services, special education services and food service.
- School administration has been coordinating educational services with external providers who oversee various instructional programs (International Baccalaureate, Advanced Placement, dual enrollment).
- Central administration has facilitated the development of a list of school-based and community resources for students, families and the community. These professionals have developed a plan to begin serving those in our school community who need assistance.
- Financial services through the Joint Administrative Services office have continued both remotely and through work in the office.
- With the significant change in schedule, administration has rescheduled all work that typically happens in the summer to begin on or about May 1. This will include summer capital projects as well as the custodial work that occurs prior to school opening each year.
- Nursing staff conducted a medication distribution to allow parents to pick up needed student medications. This was a small group of students and was done curbside.
- Maintenance staff remains at work completing work orders in each building. Staff will also be completing some of the summer work that would have typically required contracting with outside vendors.
- All building use by outside agencies/groups has been canceled. Individual communication occurred with those groups.
- Central Administration has communicated with the County EMS Director on possible facility use if needed.
- CCPS staff has coordinated with the Clarke County branch of the Handley Library to distribute books and other materials.

Instructional Services

- School divisions were instructed by the VA Department of Education to not offer services during the two week period from March 16-March 27. This guidance was provided as school divisions determined how to provide equitable services to students with disabilities and English Language Learners.
- CCPS, based on emerging data and information, extended the Governor's initial closure through April 13. The division began planning for instructional services to resume on March 30.
- Governor Northam announced school closures for the remainder of the school year on March 23, 2020. CCPS administrative staff revised the instructional services plan over a two day period and announced it to parents and students on March 26.
- Phase I of the instructional services plan will begin March 30 and end on April 9. Students will be re-engaged in instructional activities and teachers will be working to close out the 3rd quarter of the year.

- Phase II of the instructional services plan will begin on April 14 and end on June 5. Staff will be distributing information related to Phase II to parents and students well ahead of the April 14th start of the 4th quarter.
- Special education staff has been working to develop specialized instructional activities for identified students.
- Special education teachers and the Department of Student Services have been coordinating and conducting virtual meetings with parents in order to meet federally mandated timelines. These timelines have not been relaxed by the US Department of Education.
- Teachers and school-based administrators have held virtual faculty meetings, grade level or subject area meetings to discuss the implementation of the Phase I and II plans.
- Teaching staff has been planning for virtual learning beginning March 30. All teachers will host their activities in Google Classroom and will work individually with families who have limited or no internet access in order to make materials available.

Technology Services

- CCPS has significant challenges because of the lack of broadband internet access in some areas of the county.
- Technology staff has coordinated the efforts to provide options for teachers to have face-to-face interactions with students
- Staff has developed a wireless, public network at J-WMS which will be available to anyone in the community. It is recommended that users of the network remain in their vehicles to maximize social distancing.
- Staff has investigated wireless hotspots for use by students. Many students who do not have internet service live in an area of the county where hotspots will not reliably receive a signal.
- Computer carts located in elementary schools are not suitable for loan to students because the charging mechanism (docking station) is built into a charging cabinet. These machines do not have individual chargers.

Custodial Services

- During the first week of the Governor's mandated school closure, each school facility was deep cleaned in preparation for re-opening on March 30.
- Custodial services will shift focus to preparing schools for re-opening in the Fall 2020.
- Central administration has discussed a plan with the custodial contractor to empty and package individual student property that is currently contained in school lockers. A distribution plan to students and families will be announced in the future.
- Custodial staff will deep clean each school office daily once the school administration has left the building.