



# Halifax County Schools COVID-19 Comprehensive Contingency Plan

March/April 2020

## Purpose:

This COVID-19 Contingency Plan establishes procedures to support the Halifax County Schools community in a pandemic disruption of its Pre-K -12 educational programs. The following objectives have been established for this plan:

### 1. Maximize the effectiveness of contingency operations through:

- Delivery of timely, clear & concise terminology & notifications to all stakeholders
- Thorough guidance of operational transitions and personnel during prolonged periods of interruption to normal operations

### 2. Identify the critical activities, resources, procedures, personnel, and budgets needed to carry out operations during prolonged interruptions to normal operations:

- Safety
- Finance
- School Nutrition Services
- Facilities and Operations
- Teaching and Learning
- Human Resources
- Transportation



Halifax County Schools



## Vision

Halifax County Schools will focus on the needs of the students by em-powering them to be successful global residents.

## Mission

To create a supportive and positive learning environment to address the needs of the whole-student in partner-ship with educators, staff, parents and communities.

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Updated 04.25.2020

## Coronavirus Glossary

### (Common Terminology COVID-19)

1. **COVID-19:** Name given to the illness caused by the new coronavirus first identified in China in late 2019. CO and VI are for coronavirus, D is for disease, and 19 for 2019. The virus itself is called SARS-cov-2.
  2. **CORONAVIRUS:** Term for a family of viruses. Some cause the common cold while others cause more severe illnesses like SARS, which stands for severe acute respiratory syndrome, and MERS, which stands for Middle East respiratory syndrome.
  3. **OUTBREAK:** A sudden rise in cases of a disease in a particular place.
  4. **EPIDEMIC:** A large outbreak, one that spreads among a population or region. (The current outbreak of a flu-like illness caused by a new virus in China is considered an epidemic.)
  5. **PANDEMIC:** Generally, refers to an epidemic that has spread on a more global scale, affecting large numbers of people. Generally, the World Health Organization (WHO) looks for sustained outbreaks on different continents.
  6. **INCUBATION PERIOD:** Time between infection and the appearance of signs or symptoms of an illness. The incubation period for the new virus is thought to be up to two weeks.
  7. **QUARANTINE:** Restrict movement of healthy people who may have been exposed to an infection to see if they become ill. (For example, the passengers on the Diamond Princess cruise ship in Japan were quarantined.)
  8. **ISOLATION:** Separating sick people from healthy people to prevent spread of disease. (For example, people with the infection are put in isolation in hospitals.)
- (Reference: Article/WRAL.com/by Associated Press, 2-25-2020)

# Halifax County Schools'

COVID-19 Remote Learning Hotline

(252) 486-1199



## Board of Education Goals

### 1. Student Achievement

The Halifax County School District will drive accelerated achievement for all students to eliminate the achievement gap, with a focus on low performing schools, the well-being of students, and professional development for teachers and other school personnel.

### 2. Health and Wellness

Halifax County Schools will improve the overall physical and mental health and wellness of its student and faculty populations to reduce preventable health care costs and increase teacher and student production.

### 3. Fiscal Management

The Halifax County School District will ensure sound fiscal management through budgets and audits being in compliance with all governmental regulations and guidelines producing unqualified audits through internal audits; following a procedural manual for monthly, quarterly, and end of fiscal year audits.

### 4. Governance & Leadership Development

Halifax County Schools will build and maintain clear, realistic governance structures and leadership development opportunities at all levels.

### 5. Community Engagement

The Halifax County School District will use direct and indirect methods of communications to increase stakeholder awareness of factors that impact student achievement and ways to become involved in the educational

### 6. Communication & Messaging

Halifax County Schools will use effective, diverse innovative, methods of communications to increase internal and external stakeholder awareness and engagement in the educational process from the classroom to the community.

## Safety

Halifax County Schools is committed to ensuring the safety and well-being of all students and staff. In response to the challenges posed by COVID-19, **all schools will be closed effective Monday, March 16<sup>th</sup> to Monday, March 30<sup>th</sup>** to provide for the welfare of the Halifax County Schools' community. This also includes all professional development, field trips, and after-school services and activities. During this time of uncertainty, please know that the Halifax County Schools' Board of Education and Central Services Team are foremost committed to the safety, health, and wellness of our school community. School Resource Officers will support the efforts of schools during this timeframe. The Halifax County Schools' COVID-19 Task Force meets daily to discuss updated information (using Zoom.us).

On March 23, 2020, Governor Roy Cooper extended the declaration to close all schools until **May 15, 2020**. Effective **Monday, March 30, 2020** at 5 p.m., Governor Cooper issued a state-wide "Stay-At-Home" order for non-essential businesses. On **Friday, April 24, 2020**, Governor Cooper closed schools for the remainder of the school year.

## Finance

All of the Finance Department personnel has the ability to work from home using technology. All employees will be paid. Designated members of the finance team will operate on a skeletal schedule for accounts payable and accounts receivable. Provisions will be made for employees who do not have direct deposit.

## School Nutrition Services

The health and wellness of our students is a critical component to the school district's ability to achieve its mission. As such, many of our students are dependent on school breakfast and lunch to maintain good health. To continue to meet the needs of our children, the school nutrition departments are prepared to undertake the following steps:

- Utilize the **USDA Summer Food Service Program** to offer reimbursable meals to students by implementing the following measures:
  - Utilizing Bus Routes to deliver meals
  - Delivering meals to non-congregate settings
- Collaborating with community agencies and emergency management.

The operational plan for the transporting meals is as follows and may be tweak each day after the "After-Action" team meeting:

### School Route Distribution Process

- Overall Process

The school division will run our normal 60 bus routes (self-contained EC students will be embedded in these routes) on an early release schedule to deliver a hot lunch and shelf-sustainable breakfast. The school will provide 2 other school employees to assist with the distribution of food and instructional packets. Every bus driver and monitor will have the opportunity to work and earn their typical hours.

## Halifax County Schools -- Number of Meals Served

	<b>Breakfast</b>	<b>Lunch</b>	<b>Total Meals</b>
03.16.2020	100	100	200
03.17.2020	433	2531	2964
03.18.2020	2575	2665	5240
03.19.2020	2452	2632	5084
03.20.2020	2632	2682	5314
03.23.2020	2351	2608	4959
03.24.2020	2478	2237	4715
03.25.2020	2289	1854	4143
03.26.2020	2199	2341	4540
03.27.2020	2251	2275	4526
03.30.2020	2185	2285	4470
03.31.2020	2089	2257	4346
04.01.2020	2148	2280	4428
04.02.2020	2180	2281	4461
04.03.2020	2201	2281	4482
04.06.2020	2288	2292	4580
04.07.2020	2212	2292	4504
04.08.2020	2252	2309	4561
04.09.2020	2232	2012	4244
04.10.2020	2232	2312	4544
04.20.2020	2244	2324	4568
04.21.2020	2244	2324	4568
04.22.2020	2162	2242	4404
04.23.2020	2224	2304	4528
04.24.2020	2224	2304	4528
<b>Total</b>	<b>52,877</b>	<b>56,024</b>	<b>108,901</b>

## Facilities and Operations

Halifax County Schools will identify key personnel such as: maintenance, transportation (mechanics), and custodians to check, clean and sanitize buildings, provide support for any meals on wheels; and conduct deferred maintenance and cleaning of buildings and summer building projects.

## Teaching and Learning

Halifax County Schools' Board of Education and Central Services Team are foremost committed to the safety, health, and wellness of the school community; therefore, during this time of interruption to the normal operational program, educational services will be prioritized and administered accordingly. All K-12 schools should begin preparing to support student learning in the event the district opts to close to reduce exposure to COVID-19. In building a proactive plan of action, the following practices need to be implemented, but is not limited to the following:

- **At-Home Student Study Guides.** K-12 teachers should prepare 2 to 4-week study guides to support student learning in areas of priority. Itinerant teachers are also asked to provide fun activities for students to perform at home. You may utilize the study guides found in Edmentum Courseware or teacher-generated study guides. Guides should cover all key concepts students must master to move forward to the next grade level. Instructional Coaches and MCLs should work collaboratively to provide a Google Document of K-12 academic websites to supplement our primary curriculum.
- **Consider surplus resources.** Many students may not have books (novels/workbooks) at home to read nor access to the Internet. See what you have in surplus that can be given away or loaned.
- **Prepare for an e-Learning platform.** Teachers should build classes within the Edmentum Suite or utilize Google Classroom to provide students opportunities to log on and interact virtually with the teacher. Next week's Edmentum webinar will focus on the Communication tool in Edmentum and online instructional facilitation.
- **Utilize social media.** Staff can provide a lesson of the day video on social media in a modified flipped classroom. Determine skills and concepts across grade levels that you may be able to stream and who will be responsible. It could be as simple as the key word of the day.
- **Increase avenues of communication.** Ensure secondary students have access and have activated their email accounts as a method of communication with their teachers. As for elementary teachers, ensure that parent emails are active. Schools should send a test email to verify email addresses are valid. Send contact cards/forms home, so that parents can update contact information in PowerSchool. Principals are asked to review and update their emergency plans. Ensure you have a hard copy of all student contact information; and that teachers have their rosters with contact information.
- **Update your data.** Grades should be current in PowerSchool.
- **Study Groups:** Google Hangout Classrooms-teachers could instruct, send work to be done, then "Hangout" to go over it and hold discussions. If allowed to do groups of 50; we could offer group sessions (k-2 on certain days or neighborhood on certain days-to make transportation more feasible)

- **Note:** Some students will have access to computers and/or phones. Therefore, if you choose to meet with students by phone, consider creating a “free conference call number” ([www.freeconferencecall.com/](http://www.freeconferencecall.com/)) and distribute to students in their learning packet. Ensure your guidelines for engaging in digital study group sessions are respectful to cell minutes and landline usage. In addition, a list of academic links will be placed on the website to assist students and parents with selecting other activities of interest.

### **Sub-Process for Instructional Packets**

Step 1: Coaches will work in conjunction with teachers to gather instructional packets to be run by grade level and subject areas

Step 2: Determine how packets will be organized for publishing on the website

Step 3: Inventory resources to determine copying needs

Step 4: Designate personnel to run packets

Step 5: Run packets for distribution

Step 6: Upload instructional packets to webpage

Step 7: Generate message to inform the public on how to access packets

Step 8: Execute distribution process

Step 9: Determine process for progress-monitoring and how feedback will occur

Step 10: Communicate daily schedule to stakeholders

**Packet #1 – Delivery started March 16<sup>th</sup> for dates of March 16<sup>th</sup> – March 30<sup>th</sup> (pickup by April 3, 2020)**

**Packet #2 – Delivered by April 3<sup>rd</sup> for dates of April 6<sup>th</sup> – 24<sup>th</sup> (Spring Break – April 13<sup>th</sup> – 17<sup>th</sup>)**

**Packet #3 – Delivery starts April 6 for dates of April 27<sup>th</sup> – May 15<sup>th</sup>**

### **Logistics for Delivery**

**Day One: Trial Run to High Needs Area (Enfield Carriage House Apartments, Enfield Housing Projects)  
03.16.2020**

**Day Two: Full Implementation of Bus Run (starting March 17<sup>th</sup> – March 20<sup>th</sup>)**

- **60 buses with 50 lunches and next day breakfast items (3,000 lunches and 3,000 breakfast items) = Total Served 6,000**
  - Effective communication plan with a schedule
  - Create signs for organization purposes
  - Universal gloves for employees
  - Bus driver plus 2 others (one for logistics, instructional personnel and food service)
  - ~50 meals on every bus (60 buses) = 3,000 \* 2 = 6,000 meals served each day
  - Unserved meals will be dropped off at areas churches for student pickup

**Day Five: Consolidated Implementation of Bus Run** (starting March 23 for NW side and March 24 for SE side)

- Four sites: Aurelian Springs, Enfield/Inborden, Davie/Everetts, and Southeast
- Number of Buses = 18

**Three Phases of Implementation**

- Phase I - Learning Packets with meals
- Phase II - Meals
- Phase III - Equipment Distribution

**Effective April 6, 2020 – Park & Learn Free Wi-Fi at Selected Schools**



The following schools are now available for Park & Learn opportunities: **Hollister, Inborden/Enfield Middle, Scotland Neck, Everetts/Davie Middle & Pittman.**

Wifi access is available only in the front of the school parking lots to include the bus parking lots. Internet Access is available from 9:00 am - 8:00 pm daily. The WiFi access is not password protected but the access is locked down, content is filtered and monitored 24/7.

Once you are at the site please do the following:

- Enable your WiFi on your device.
- Choose the AP with the strongest signal.

Remember we are still practicing "Social Distancing" to be safe during the COVID-19 mandates. We are asking you to remain in your vehicles while using this resource.

**#HCSCOV1D-19**  
**#OurResponse**  
**#HalifaxRise**

**Note: Police Monitoring will be enhanced to provide a safe learning environment.**

# COVID-19 DAILY SCHEDULE

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Before 9:00am	Wake up	Eat breakfast, make your bed, get dressed, put PJ's in laundry
9:00-10:00	Morning walk	Family walk with the dog Yoga if it's raining
10:00-11:00	Academic time	NO ELECTRONICS Sudoku books, flash cards, study guide, Journal
11:00-12:00	Creative time	Legos, magnatiles, drawing, crafting, play music, cook or bake, etc
12:00	Lunch	
12:30PM	Chore time	A - wipe all kitchen table and chairs. B - wipe all door handles, light switches, and desk tops. C - Wipe both bathrooms - sinks and toilets
1:00-2:30	Quiet time	Reading, puzzles, nap
2:30-4:00	Academic time	ELECTRONICS OK Ipad games, Prodigy, Educational show
4:00-5:00	Afternoon fresh air	Bikes, Walk the dog, play outside
5:00-6:00	Dinner	
6:00-8:00	Free TV time	Kid showers x3
8:00	Bedtime	All kids
9:00PM	Bedtime	All kids who follow the daily schedule & don't fight



## Human Resources

Employee Leave during missed days will be a fluid situation, depending on length of missed school time and legislative action. The guidance below is meant to be general in nature, and will be refined once the state provides guidance.

- If the student days are not made up or are made up during teacher workdays, the Inclement Weather Board Policy 7550 will outline the procedures for leave unless the state legislators pass a bill that includes “Forgiven Time” as they did with the hurricane for certain coastal school districts last school year. If instructional staff members are providing interactive online learning environments or preparing material for students, the time should be considered made up time in alignment with Board Policy 7550.
- If spring break was to be used to make up student days, the days missed would become the vacation leave day scheduled for spring break.
- In the event the school division adds additional student days after the last teacher workday, the new student days will replace the missed day.

All employees are to have work plans. Work plans are to be monitored by supervisors and are to be uploaded to the Google drive.

## Transportation

Transportation will operate in conjunction with school nutrition and instructional services to ensure students are able to receive healthy meals and instructional packets. All buses will start delivery of food and instructional packets at 12:00 noon daily.



**Day Thirteen** – Halifax County Schools has elected to reduce the transportation deliveries by providing multiple days of meals during our transportation run. **(Effective Date 04.02.2020)**

## **Two Day Meal Delivery Logistics**

**Meals will be delivered tomorrow, April 2, 2020 following the new plan. There will not be a run on Friday April 3, 2020. Until further notice, meals will be delivered on Mondays and Wednesdays.**

### **Social Distancing Protocol:**

- **Ask parent and/or students to stand back.**
- **Meal bag should be placed on the bottom step for parent/student to pick up.**
- **Do not allow parents/students on the bus.**

**Multiple meals will now be delivered in a clear delivery bag. Follow the guide below to ensure all components are delivered to every child 0-18. Drivers will need to add hot meal, milk and fruit to bag.**

### **Monday- 2 meals**

#### **Bag will include:**

- (1) hot meal + milk and fruit**
- (1) cold meal + milk and fruit**
- (2) breakfast**

### **Wednesday-3 meals**

#### **Bag will include:**

- (1) hot meal + milk and fruit**
- (2) cold meals + milk and fruit**
- (3) breakfast**

**ALL drivers will now assist the Food and Nutrition staff prior to the meal run. Rotations will begin on Monday. You are required to clock in on your bus prior to assisting in the cafeteria.**

## Additional Resources

- ▶ CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- ▶ CDC Guidance for Administrators: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- ▶ CDC FAQ: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>
- ▶ NCDHHS Guidance: <https://www.ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina>
- ▶ Talking to your child about COVID-19: [https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-\(coronavirus\)-a-parent-resource](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource)



## Memorandum

**From:** Dr. Eric Cunningham, Superintendent

**To:** Halifax County Schools Employees

**Re:** Authorization to Continue Reporting to Work Sites to Perform Essential Services and Workplace Social Distancing Requirements (Per Executive Order 121)

**Date:** April 1, 2020

### **AUTHORIZATION TO CONTINUE REPORTING TO WORK SITES**

On March 27, 2020, Governor Roy Cooper issued Executive Order 121. The Order directs certain “non-essential” businesses and operations throughout the state to cease and employees of those businesses or operations to not report to their worksites between 5:00 p.m. on Monday, March 30, and 5:00 p.m. on Wednesday, April 29, 2020, in light of the COVID-19 pandemic. It is important to note that there are many exceptions to the Governor’s stay-at-home order, including essential government services such as public schools. These exceptions specifically allow government employees, including the employees of the Halifax County Schools, to continue to report to their work sites to perform essential services.

To avoid any confusion, I am formally designating the following employment positions as “necessary to the performance” of “essential” services that are “needed to ensure the continuing operation” of the Halifax County Schools throughout the duration of Executive Order 121. The purpose of this designation is to avoid any misunderstanding that any such employees who are authorized to report to work are *not* violating the Governor’s stay-at-home order. *Please note that this memorandum does not change any prior guidance regarding employee leave or work-from-home options. If you have previously been directed or permitted to work from home or to take leave, this memorandum does not change that directive or permission.* Questions as to whether any individual employee is *required* to report to his or her worksite or may work from home should be directed to his or her immediate supervisor. Questions about employee leave should be directed to Human Resources.

Unless otherwise specifically directed, employees whose positions are listed below *may* be asked to report to their worksites to perform essential services without violating the Executive Order so long as they are healthy, have not to their knowledge been directly exposed to COVID-19, and comply with social distancing requirements. Such employees must keep their HCS employee identification in their possession at all times, and are subject to being asked to produce that identification by law enforcement. Employees whose positions are *not* listed below should continue to work from home. The following list of employees performing essential functions may be supplemented or otherwise modified based on changing conditions, or specific directions to individual employees.



**THE FOLLOWING EMPLOYEES ARE AUTHORIZED TO CONTINUE REPORTING TO THEIR WORK SITES WITHOUT VIOLATING THE GOVERNOR'S STAY-AT-HOME ORDER BASED UPON THEIR PERFORMANCE OF ESSENTIAL SERVICES:**

- Child Nutrition Services
- Custodial, Maintenance and General Services
- Transportation
- School-Assigned Staff and Central Services Staff Directly Involved in the Distribution of Instructional Packets and Electronic Devices
- Essential Financial Services Staff as Designated by their Supervisors
- Essential Human Resources Staff as Designated by their Supervisors
- Essential Exceptional Childrens' Staff as Designated by their Supervisors
- Superintendent, Superintendent's Senior Staff, All Principals and Assistant Principals

**SOCIAL DISTANCING REQUIREMENTS**

Consistent with Executive Order 121, *all* Halifax County Schools employees and worksites are hereby directed to implement the following social distancing requirements to the greatest extent possible when employees, volunteers, or permitted visitors (e.g. parents or students picking up meals, or parents picking up packets or electronic devices) are on site:

1. Maintain at least 6 feet between individuals and allow no direct physical contact;
2. Wash hands with soap and water for at least 20 seconds or use hand sanitizer as frequently as possible;
3. Regularly clean high-touch surfaces, using CDC and other public health guidelines; and
4. Facilitate remote, rather than in-person, interactions to the extent possible.

Additionally, all employees reporting to work sites are reminded to use proper hygiene and etiquette when coughing or sneezing. Individuals who must cough or sneeze should turn away from others (while also maintaining social distance), cough or sneeze into a tissue if possible (or into their elbows if a tissue is not immediately available), properly dispose of tissues, and immediately wash their hands for at least 20 seconds with soap and water before touching any high-touch surfaces.

*Finally, no employee may report to a Halifax County Schools worksite if he or she has a fever, regular cough, or shortness of breath or knows that he or she has been directly exposed to COVID-19. All employees who are sick must report sick and not show up to work. All prior directives regarding health, safety, and welfare remain in effect except to the extent that this memorandum imposes stricter requirements.*



I recognize that these are extremely trying times for everyone and am enormously proud of the integrity, commitment, professionalism, and courage that each of you continues to show as we adapt to these unprecedented circumstances and ensure that the critical needs of our students and the Halifax County Schools are met. We will all get through this, together, and I thank each and every one of you for your substantial and remarkable efforts.

A handwritten signature in black ink that reads "Eric Cunningham". The signature is written in a cursive style with a horizontal line underneath the name.

Dr. Eric Cunningham, Superintendent

**General Notes**

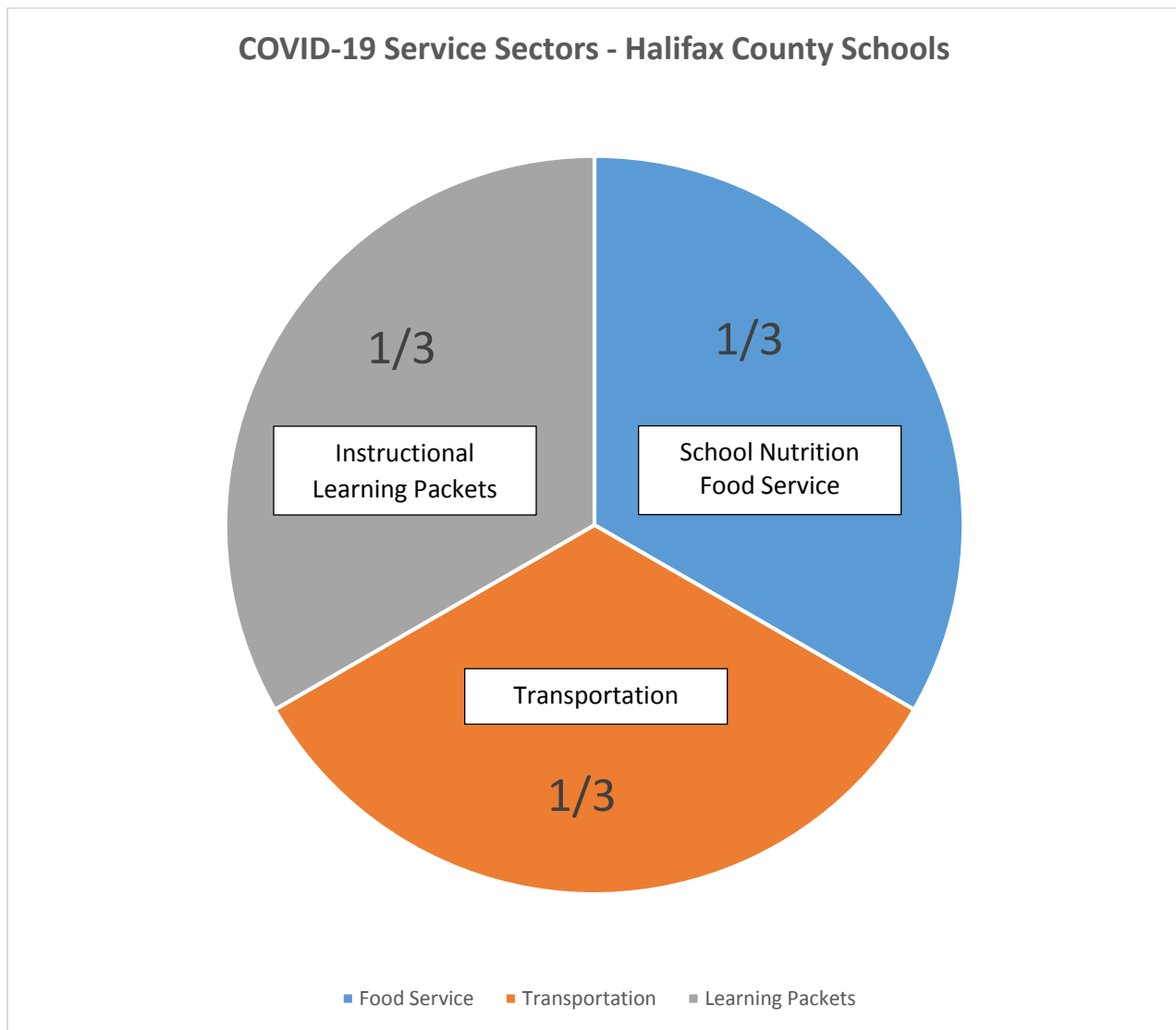
Meeting with Task Force via Zoom – Daily since March 16, 2020

Meeting with School Nutrition and Bus Drivers (social distancing) – April 1 - 2, 2020

- Inborden/Enfield Site – April 1-2, 2020
- William R. Davie/Everetts Site – April 2, 2020

Consolidated Transportation Schedule – started March 23, 2020

Consolidated Schedule for Meals – started April 2, 2020





# Halifax County Schools

## COVID-19: What Do I Do If I Think I Am Infected?

1. Remain Calm
2. Isolate yourself
  - a. Trace your steps
  - b. Identify areas visited
3. Obtain the names of any individuals you may have come in contact with  
**Know the 5 W's**
  - Who?
  - When?
  - What?
  - Where?
  - How?
4. Contact Superintendent and/or designee
  - a. Dr. Eric Cunningham, [cunninghame@halifax.k12.nc.us](mailto:cunninghame@halifax.k12.nc.us), 252.578.3783
  - b. Dr. Tyrana Battle, [battlet@halifax.k12.nc.us](mailto:battlet@halifax.k12.nc.us), 252.578-4604
  - c. Dr. Christopher Weikart, [weikartc@halifax.k12.nc.us](mailto:weikartc@halifax.k12.nc.us), 336.681.7609
5. Contact Maintenance Director
  - a. Mr. Tony Alston, [alstona@halifax.k12.nc.us](mailto:alstona@halifax.k12.nc.us), 252.678.4344
  - b. If needed, Mr. Alston will activate the HazMat Team
6. Contact Local Health Department
  - a. Halifax County Health Department, 252.583.5021
  - b. The phone number to the Coronavirus Helpline is 1-866-462-3821.
7. Follow guidance from Local Health Department
8. Review the CDC Fact Sheet Protocol <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
9. Determine communication protocol to staff and other stakeholders
10. Review your communication message with a thought partner