



Blue Ridge  
Educational Center  
*Unlocking Learning Potential*

#### Internal Memo:

Coronavirus (COVID-19)

March 12, 2020; revised August, 2021

#### In preparation for possible Pandemic flu: *We plan & prepare*

1. Review, update and implement emergency operations plans
2. Develop information sharing system and strategies for communicating with parents, staff, local agencies and the Board of Directors
3. Monitor and plan for absenteeism of staff and students
4. Establish procedures for students and staff who are sick at school
5. Perform routine environmental cleaning
6. Assess, reschedule or cancel any extracurricular activities or events that may increase risk of infection
7. Consult local, state and federal public health agencies for guidance

#### During a Pandemic: *We take action*

1. Remain informed of the local situation and communicate regularly with school staff and parents
2. Staff, parents and caregivers will be notified of school closure by phone, email and BREC's website
3. Staff and student absenteeism related to flu-like symptoms will be monitored
4. Risk-assessment will be conducted to determine the temporary closure and re-opening of the school
5. Flu-prevention supplies and messages will be distributed
6. Accommodations will be made for staff or students who are at high risk for flu complications
7. Information will be provided about why and when school is temporarily dismissed
8. Extracurricular activities, events, trips or visitors may be cancelled or rescheduled and must be approved by an administrator
9. School may be closed to all students and open to school staff and administrators who are at low-risk of infection
10. During a temporary school closure due to COVID-19 deep cleaning of the school must take place before returning to regular school day operations

#### Guidance for found cases of COVID-19 in our community:

1. Administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions
2. If a student or staff member has been identified with COVID-19, school and program administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community

3. Temporarily cancel extracurricular group activities and events
4. Discourage students and staff from gathering or socializing anywhere
5. Ensure continuity of education. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.
6. Ensure continuity of meal programs. Coordinate with local school divisions of placed students to link the student and family with resources in their respective communities.
7. Consider alternatives for providing essential medical and social services for students.

In the event BREC should temporarily close due to COVID-19, school may stay open for staff members (unless ill) while students stay home. Keeping BREC open a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.

Employees should also have a strategy for working remotely from school or from home during regular school hours (8:30a – 3:30p). This includes:

- ✓ Ensuring that you have access to your employee email from home or personal computer
- ✓ Responding and corresponding by phone and text with school staff regarding work-related tasks or information
- ✓ Ensuring that you have accurate information for coordinating with parents, caregivers (by email) and administrators (by email and phone)
- ✓ Informing the Executive Director and Office Manager if you are sick or caring for a sick family member
- ✓ Ensuring that you have materials for the continuation of planning, grading, writing, or other actions to promote successful return to school with the consideration of each student and that minimizes the impact of an extended break from the regular school day
- ✓ Student records that are maintained in the office are NOT permitted to leave the premises

During a temporary closure due to COVID-19, all staff members will be compensated at their pay for regular school hours with the understanding that each staff member will meet the expectations listed above for working remotely from school or if needed, from home. This benefit is approved through September 2021.

Resources:

[Interim Guidance for COVID-19 Prevention in Virginia Prek-12 Schools \(August 2021\)](#)

[Centers for Disease Control and Prevention: COVID-19 Information](#)

[Virginia Department of Health: COVID-19 Information](#)