Southampton County Public Schools
Health Plan 2020

Southampton County Public Schools regularly monitors for modifications in guidance from VDOE, VDH, CDC, WHO, AAP and our legal partners. This health plan document will continue to be adjusted to reflect any alteration in their guidance to any section/component/expectation/practice herein.**

Contact Information
Name of School Division: Southampton County Public Schools
Contact person for the plan: Mr. Will Melbye
Email address of the contact person for the plan: wmelbye@southampton.k12.va.us
Phone number for plan contact person: (757) 544-8109

Was your plan developed in consultation with your local health department? (This is not required before your plan is submitted).
Yes

Has your plan been reviewed by your school board attorney? (This is not required before your plan is submitted).
No

Programs school division will offer in Phase II. *

Special education
Preschool - third grade
English language learners
Summer camps
Other

Are you a school which is operating under a variance issued by the State Superintendent of Public Instruction? *
Yes
No

Key Elements: Planning to Reopen

Team
Will Melbye, Coordinator of Auxiliary Services
Dr. Tonia Taylor, Director of Special Education
Kelli Gillette, Director of Curriculum
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Annette Walters, Director of Pupil Personnel
Bill Hatch, Technology Specialist
Susan Melbye, Principal, Nottoway Elementary
Allison Francis, Principal, Capron Elementary
Tamee Railey, Principal, Riverdale Elementary
Darian Bell, Principal, Southampton Middle School
Aronda Bell, Principal, Southampton High School
Joyce Tomlin, Division Nursing Supervisor

Local Health Department

26022 Administration Center Dr.
Courtland, VA 23837
757-653-3040

Suffolk VDH Office 757-514-4700
Will Drewery, VDH Emergency Operations 757-653-8966

Health And Absenteeism Monitoring/Approaches

i. Daily communication will take place between the Office of Auxiliary Services and the Virginia Department of Health (local office) for local information that impacts Southampton County Public Schools staff and students.

ii. Every absence, staff or student, will be registered at each location with a phone call from office personnel. Health Screening Questionnaire responses will be documented and individuals are monitored upon return, for 10 school days, if questionnaire answers warrant continued observation.

-- School personnel contacting the parent/guardian of a student or employee that is absent will utilize the Southampton County Public Schools’ Health Screening Questionnaire. VDH has been consulted for guidance on appropriate questions, focused on soliciting the needed information.

-- There will be a file maintained for all illnesses. This file will be held at the school of attendance, with a copy being held by the District Nursing Supervisor.

-- Students and staff that return from any potential COVID-related illness will report directly to the established holding area at school to be evaluated by the school health professional, upon arrival every day for 10 school days. The Daily Monitoring Log, from the
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VDH will be utilized for this process.

**Communications strategy**
i. Orientation and training for staff and students specific to new COVID-19 mitigation strategies;

Southampton County Public Schools, in conjunction with the Western Tidewater Health Department, will build educational modules for teachers into our preschool, in-service days for both summer school and return to school, fall 2020. Videos, posters and/or handouts will be made available for students and parents to review prior to their return to buildings. This will educate and alleviate concerns about mitigation practices within SCPS.

ii. Plans for communication with staff, parents, and students of new policies;

All announcements and informational pieces from the division will be distributed through SCPS website, app, Remind, handbook, social media and individual school-based accounts.

iii. Plans for how to communicate an outbreak or positive cases detected at the school.

Southampton County Public Schools will disperse official communication from the office of the Superintendent. This will be done in conjunction with the Western Tidewater Health Department, their process for notifying individuals and community announcements.

**Participate in community response efforts**

Southampton County Public Schools will work collaboratively with the Western Tidewater office of the Virginia Department of Health to distribute health information through Southampton County Public Schools social media outlets.

If the need arises, Southampton High School can be utilized as a temporary shelter/COVID hospital for the VDH.

**Division's student health services**
i. Assure provision of medical-grade PPE for health services staff;

SCPS has begun the practice of ordering medical grade PPE items (gloves, masks, smocks) to ensure they are in stock and available for health services staff. The Western Tidewater office of the Virginia Department of Health has offered to assist in supplying PPE supplies for Southampton County Public Schools.
ii. Assure and maintain typical (non-COVID-19) health services;

School nurses will continue to be a part of all Southampton County Public Schools. Western Tidewater Health Department will provide training for Southampton County Public Schools’ head nurse. Training will focus on guidance for contact and possible cases within the school. It will include case investigation, exposure identification, and protocol deployment.

iii. Provision of mental health services.

Southampton County Public Schools student services will develop a social-emotional wellness assessment to be deployed within our schools.

Students exhibiting needs based upon this assessment will receive services from SCPS guidance counselors.

Does your plan include all the elements outlined above? *

Yes
No
Some, but not all

This section of the plan should include, but is not limited to, the following:

**Education/Training Plan For Staff, Students And Families**

Consider COVID-19 prevention education (hand washing, staying home if ill, etc.). Education should be part of staff and student orientations and to be sent to all parties before reopening schools.

All information for staff members pertaining to procedures, expectations, and guidelines for returning to school will be sent with Welcome Back to School information in August. All information for students pertaining to procedures, expectations and guidelines for returning to school will be sent in August 2020. All information will also be made available electronically on the division website and will include:

i. Hand hygiene and respiratory etiquette,

Literature will be sent out with all other school information to parents/guardians/students for COVID mitigation. This will include but not be limited to: procedures, expectations, and guidelines for hand-washing, coughing/sneezing, symptomatic individuals, and daily health screening routines. All information pertaining to procedures, expectations and guidelines for returning to school will be sent in August 2020. All information will also be made available
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electronically on the division website.

ii. Use of cloth face coverings,

As of June 28, 2020, the CDC recommends all people 2 years of age and older wear a cloth face covering in public settings and when around people who do not live in the same household, especially when other social distancing measures are difficult to maintain.

Some students with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. Their parents should consult with their healthcare provider for advice about wearing cloth face coverings.

Younger children (e.g., preschool or early elementary aged) may be unable to wear a cloth face covering properly, particularly for an extended period of time. Wearing of cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper cloth face covering size and fit, and providing children with frequent reminders and education on the importance and proper wear of cloth face coverings, may help address these issues.

In accordance with the recommendations of the CDC, World Health Organization, and American Academy of Pediatrics, Southampton County Public Schools’ staff and students, will maintain six feet of physical distance to the greatest extent possible. However, if six feet of distance is not feasible (inclusive of buildings and school buses), individuals will implement the combination of face coverings and a minimum of three feet distance between everyone present.

iii. Staying home when sick,

All students and staff will have the same expectations that if they are experiencing any COVID-related symptoms, they will be encouraged to stay home, and to report symptoms to the school health professional.

iv. Encouraging physical distancing.

Literature will be sent home to all households with the above mentioned hygiene etiquette guides. Additionally, literature and infographics will be displayed throughout the school buildings and on school buses.

All of the information in this section will be sent to staff and students prior to the beginning of school, as mentioned earlier.
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**Maintain Adequate Supplies To Promote Healthy Hygiene**

Ordering practices for sanitizing products and supplies are being established and will be maintained for the foreseeable future, to ensure that all necessary products are available to our students and staff members.

**Provide Signs And Messaging To Promote Healthy Hygiene**

Signage will be posted strategically throughout the buildings to remind students and staff of hand hygiene and respiratory etiquette recommendations. Signs will be posted on mirrors in all bathrooms, at all schools. Signs will be posted above each classroom sink as well. Signage that relates to distancing and respiratory etiquette will be posted on each division bus.

**Promote Physical Distancing**

Signage will be posted strategically throughout the buildings to remind students and staff of social distancing requirements/recommendations. Also with the reminder of facial coverings where the distancing is not feasible, will also be posted. School buses will have markings on seats to illustrate where students should/are required to sit. Guides will be placed on floors to illustrate traffic flow, and to encourage safe movement within buildings--with the focus being on direction and separation of student movements.

**Modify Layouts Of Classrooms, Communal Areas And Buses To Ensure Social Distancing Is Maintained.**

**Classrooms:** Southampton County Public Schools will establish diagram guides for classrooms, outlining positioning of desks to allow for appropriate distancing. This will require desks to be aligned in row fashion, and will prohibit desks from being clustered. Diagrams of classrooms and desks that are developed will be distributed to teachers in August 2020.

Elementary communal supply sites will be removed. Students will have individual supply “buckets” for their necessary instructional supplies. Classrooms may have class sets of tablets or laptops to supplement classroom supplies and materials and to eliminate the opportunity for cross-contamination.

All secondary school students will have their own copies of all materials, and as much as possible, assignments will be electronically accessible through the 1:1 initiatives at SHS/SMS.

**Communal Areas:** In order to abide by the Virginia Department of Health and Governor of Virginia guidelines, multiple locations will be established for meals. Schedules will be created at each school to limit the number of classes in the hallway at one time, as they travel to/from their classroom. These schedules will be utilized for arrivals, meals, departures, and all hallway travel.
Restrooms: PreK-1st grade classrooms have individual restrooms in their classrooms. For communal bathrooms, there will be a limit of three individuals in the restroom at one time. Three hooks will be placed outside of each restroom where students will hang their hall pass as they use the restroom. Floor markings will instruct students where to wait their turn outside of the restroom. Hall monitors will be utilized in each building to ensure that safe distances are being followed by all students and staff throughout the school day and to offer support for staff in times of classroom need. Each aide will be connected in communication to the front office of their school via radio. One aide will be stationed at each school per 300 students.

Buses: Southampton County Public Schools will place one student per seat, with students required to wear facial coverings. Seats will be taped and labeled to illustrate seating assignments for students. All students living in the same household will be allowed to sit in the same seat, provided social distancing is maintained from other students.

Develop Strategies For Food/Dining Services; These Should Be Consistent With Plans To Optimize Physical Distancing.

Southampton County Public Schools will adjust their meal program from a “choice” program to a “serve” model--students will not be choosing the components of their meals; they will be served standard meals. This will minimize the amount of interaction/contact between students and food service personnel and will have students spending less time in line for meals.

Meal distribution will be facilitated at designated locations at each school. Student meals will be packaged and set out for students to pick up. Meal pick up areas will be disinfected before initial use and after each subsequent use. Consumption of meals will take place in classrooms. Students will be required to wash hands with soap and water or use an alcohol-based hand sanitizer, before and after meals. These practices will be followed at all Southampton County Public School sites.

Students that bring meals from home will be required to disinfect their lunch box when they arrive on campus.

The Virginia Department of Education office of School Nutrition Programs has recommended encouraging students not to bring food from home. However, this may not be completely feasible for those with dietary restrictions.

Limit Size Of Gatherings Consistent With Executive Orders And Impose Strict Physical Distancing Place During Gatherings.

There will be zero school-wide gatherings. In accordance with current VDOE guidance, large school gatherings are not encouraged and limited to 250 people, per the large group gathering limitation in Phase III of Forward Virginia. Large gatherings are not recommended. However, if
large gatherings are necessary, they will follow spacing, facial covering, and size limits in accordance with current guidance.

–Currently

• 250 individuals

• 6’ spacing or

• Combination of 3’ and facial coverings

Follow relevant Virginia Phase Guidance for Schools and CDC guidance for recreational sports for school-related sports and other recreational activities

Physical activity is a necessary component of the school day. However, the utilization of playground equipment will not be allowed at this time. This recommendation is in accordance with CDC recommendations as large playground systems are difficult to keep clean and sterilized.

Physical activity in open spaces, granted students maintain a physical distance of 10 feet while playing, will be allowed. This type of interaction does not constitute exposure (being within 6 feet for 15 minutes or more).

As of July 7, 2020, athletics will be limited to individual or team-based practice, skill-building drills or conditioning activities that allow the maintaining of physical distance at all times. Current guidance allows for outdoor and indoor sports that are able to maintain 10 feet of physical distancing between participants, while minimizing incidental contact. Activities that rely on close contact of participants should still be avoided. No more than 50% of venue capacity or 50 participants should be at any activity.

Does your plan include all the elements outlined above? *

Yes

No

Some, but not all

Key Elements: Maintaining Healthy Environments

This section of the plan should include, but is not limited to, the following:

Plan For Daily Health Screening Questions Of Staff And Students

Each day as staff arrive and leave campus, they will have a health check performed by a school health professional. This will include, but will not be limited to: temperature checks, brief questioning of 24-hour history (temps/illness/travel), and hand sanitizing.
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Each day as students arrive on campus, they will have a health check completed by a staff member. This will include, but will not be limited to: temperature checks, brief questioning of 24-hour history (temps/illness/travel), and hand sanitizing. At each location, a staff member will greet the student in the car, take the student’s temperature and pose the health screen questions to the parent. As students unload the bus at each school, staff will be positioned to conduct the temperature and health checks. At the high school, there will be an additional entrance for student drivers for temperature and health checks.

SCPS will administer the following screening questions to students (or their parents) as they enter schools. Questions have been adapted from the VDOE “Sample School Health Screening Guidance” and CDC Health Screening Questions. Student-friendly questions will be written by school health care professionals.

“YES or NO since my last day in the building, have I had any of the following:”

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Hygiene Practices
i. Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.

School-based custodians will have check lists with specific locations within classrooms and throughout the school that require daily sanitization. Classroom teachers will be provided with supplies, giving them the ability to sanitize classroom surfaces regularly and as needed.

All schools have custodians assigned to be on campus during the school day, and they will monitor the building and focus on continually cleaning high touch areas throughout the school and during the ongoing school day. Sinks, urinals, stools and all handrails in student restrooms will be sanitized regularly.

Bus and car drivers will sanitize their vehicles after each unloading of students. Door handles, handrails, and seats, will all be disinfected after the morning drop offs, before the afternoon pick-up, and after the driver finishes their afternoon route(s).
ii. Provide additional hand sanitizer/ handwashing stations.
Hand sanitizer stations have been placed at entrances of all buildings. Additional hand sanitizing stations are being evaluated, and will be implemented in areas deemed necessary once details of student attendance are determined.

iii. Ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc). Southampton High & Southampton Middle Schools will have devices for each individual student, through our 1:1 initiative. Elementary schools may have dedicated classroom sets of devices (iPads or laptop computers), and individual supplies will be utilized in classrooms. Additionally, classrooms will have dedicated sets of cleaning supplies to include spray bottles with solution, paper towels, disinfectant wipes and hand sanitizer.

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
Over the coming weeks, HVAC optimization will take place in all areas where students are expected to attend summer school. HVAC repairs are currently taking place, and assessments are continuous at all sites.

Ensure that water systems and features are safe to use after a prolonged facility shutdown.
At all locations, manual flushing of pipes will take place. All faucets will be run for 2 minutes, all ice machines will be emptied with the first set of new ice to be thrown out as well, and all toilets/urinals will be flushed. By doing each of these steps, we will ensure fresh water is present in all pipes in all buildings. All facilities where students are expected to attend will be inspected, and all issues resolved by July 16, 2020. Maintenance and Custodial Supervisors will oversee the completion of these checklists and repairs.

Does your plan include all the elements outlined above? *

Yes
No
Some, but not all
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Key Elements: Maintaining Healthy Operations

This section of the plan should include, but is not limited to, the following:

**Implement Protections For Staff And Children At Higher Risk For Severe Illness From COVID-19.**

Staff: Employment of staff during the summer months is by voluntary application. Employees choosing to teach summer school will do so at their own volition.

In accordance with current CDC recommendations, all staff and students will be encouraged to wear a cloth facial covering, especially when social distancing practices cannot be followed consistently.

All students and staff will be required to wash hands and wipe down work stations regularly.

**Align Plans For Gatherings, Field Trips And Volunteer Restrictions Consistent With Any Executive Order In Place.**

In accordance with the latest guidelines from VDOE & VDH, large school gatherings are not encouraged. However, if a gathering is necessary, cloth facial coverings and social distancing measures will be followed in accordance with the current CDC/VDH guidelines. All gatherings will be under the limited 250 people, per the large group gathering limitation in Phase III of Forward Virginia.

Also at this time there will be no field trips, and no outside volunteers or service groups will be allowed in the school building.

**Implement Sick Leave Policies And Practices That Enable Faculty, Staff And Students To Stay Home Or Self-Isolate When They Are Sick Or Have Been Exposed.**

Currently for employees of Southampton County Public Schools, a Teleworking Policy is in place for guidance. Additions or alterations to this policy can be adjusted if/when they are needed.

For students required to self-isolate at home, the school will make all efforts to ensure that instruction/supports are able to continue throughout the course of the student’s isolation. In PowerSchool a COVID code will be created to label these absences. Also, student handbooks will be supplemented to address COVID-19 concerns for students.
Train Back-Up Staff To Ensure Continuity Of Operations.

The instructional and human resource departments will maintain a list of available substitute teachers, in order to ensure the continuity of instruction, within the given educational model and structure of all programs.

Division level administrators will be on standby to provide administrative support in the instance that site-based administrators are unable to perform needed duties.

In the event that the custodial staff is impacted and unable to perform needed duties, Southampton County Public Schools will work with state-contracted, janitorial service companies or with local temporary employment agencies, to ensure that the cleaning and sanitization of the schools continue.

In the event that the cafeteria staff is impacted and unable to perform needed duties, adjustments will be made to ordering practices and meal preparations to lower the amount of needed prep and contact time for food service (safe serv card holding) workers. Additionally, if needed Southampton County Public Schools will work with local temporary employment agencies or needed advertisement for additional food service personnel.

Does your plan include all the elements outlined above? *

Yes
No
Some, but not all

Barriers to Maintaining Healthy Operations
Please describe barriers to including key elements from this section in your plan.

Foreseeable obstacles would be any impact to funding sources and/or Southampton County Public Schools’ ability to find and hire qualified individuals for open/needed positions.

Key Elements: Protecting Vulnerable Individuals
This section of the plan should include, but is not limited to, the following:

Create Policy Options To Support Those At Higher Risk For Severe Illness To Limit Their Exposure Risk (E.G. Telework, Modified Job Duties, Virtual Learning Opportunities).

Currently for employees of Southampton County Public Schools, a Teleworking Policy is in place for guidance. Additions or alterations to this policy can be adjusted if/when they are needed.

Student handbooks will be supplemented to address COVID-19 concerns for students.
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Implement Flexible Sick Leave Policies And Practices That Enable Faculty, Staff And Students To Stay Home Or Self-Isolate When They Are Sick Or Have Been Exposed.

Currently for employees of Southampton County Public Schools, a Teleworking Policy is in place for guidance. Additions or alterations to this policy can be adjusted if/when they are needed.

For students required to self-isolate at home, an additional section will be added to the student handbook to address COVID-19 situations as it pertains to school-related matters.

Develop Policies For Return To Class/Work After COVID-19 Illness.

Southampton County Public Schools will develop policy in accordance with VDH and CDC guidelines, along with legal counsel, for return to work/school for all employees and students.

Does your plan include all the elements outlined above? *

Yes
No
Some, but not all

Key Elements: Preparing for When Someone Gets Sick

This section of the plan should include, but is not limited to, the following:

Separate And Isolate Those Who Present With Symptoms.
Students and staff that are found to have symptoms of COVID will be separated from the population immediately. Schools will have designated rooms within their buildings that will be dedicated to only housing those that have exhibited symptoms of COVID. School members that have to be isolated to this area will be escorted to the isolation room. In the isolation room, they will be supervised by a health professional outfitted with the proper, medical grade PPE, to include an N95 mask. After the school member has left the room and campus, the designated room will be sterilized immediately, and ready for the next needed instance. This room will also receive a daily cleaning from the custodial staff.

Facilitate Safe Transportation Of Those Of Who Are Sick To Home Or Healthcare Facility.

Students and staff that are found to have symptoms of COVID will be isolated immediately, and contact made to parent/guardian, or when needed for faculty, a family member to remove them from campus. The transportation of students found to have COVID symptoms will be the responsibility of parents/guardians. In the event of an extreme circumstance that prevents the parent/guardian from providing the necessary transportation, the school will provide
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transportation home for the student. The vehicle will be returned to the district parking lot, and not used in any capacity for the CDC recommended 24 hours, at a minimum. This vehicle will be sanitized once the 24 hours has passed. If, when consulting with the local office of the VDH, it is recommended or encouraged for the student to be seen and tested immediately, and the parent is unable to provide transportation, the student will be transported to the local health department for swab testing. Communication with the local health department will include all presented symptoms of the ill person, so that they are fully prepared for the student/staff member’s arrival.

**Implement Cleansing And Disinfection Procedures Of Areas Used By Sick Individuals.**
The isolation room will be immediately disinfected once the individual exhibiting symptoms has left. If an individual is found to have symptoms at the end of the school day, a contract trace will be conducted to identify all areas within the building and transportation circle to ensure that all possibly contacted areas are cleaned adequately. Individuals cleaning the isolation room will be properly outfitted with medical grade PPE.

**Develop A Communications Plan With Local Health Department To Initiate Public Health Investigation, Contact Tracing And Consultation On Next Steps.**

If at any time a school community member is tested and diagnosed with COVID-19, and the parent contacts the school with the results, a parallel contract trace investigation will take place within the school. This tracing will provide the school with the information to effectively disinfect behind the ill individual. This contract trace will be in conjunction with the health department as they conduct the main, and official, contract tracing investigation. If there is a confirmed case of COVID, Southampton County Public Schools will work with the local office of the Virginia Department of Health for next steps for the school and the division.

Does your plan include all the elements outlined above? *

Yes
No
Some, but not all

**Key Elements: Planning to Close**

This section of the plan should include, but is not limited to, the following:

**Determine Which Conditions Will Trigger A Reduction In In-Person Classes.**

If in the course of the school year, the local health department or Southampton County Public Schools determines that current community conditions negatively impact the safety of students and staff, schools will follow alternative plans for the continuity of instruction as outlined in the SCPS return to instruction plan.
Determine Which Conditions Will Trigger Complete School Closure.

If a person with a confirmed case of COVID-19 has entered a school building, in-person instruction will be halted for 2-5 calendar days for all students, in accordance with local health department guidance. The affected building will be closed to everyone for 24 hours, per CDC recommendations, before a deep cleaning of the school takes place with a focus on high touch areas. After cleaning has taken place, staff (who are not ill) will be allowed to return to the building during the remainder of the building closure, in order to maintain the continuity of instructional services for all students. Decisions on which, if any, staff should be allowed into the school will be made in collaboration with local health officials. It will be during this closure time that the local health officials will decide if a longer closure is necessary.

Does your plan include all the elements outlined above?

Yes
No
Some, but not all

Residential Settings

If your schools is residential in nature, does your plan include mitigation strategies relevant to congregate settings? *

Does not apply; our school is not residential in nature.

The Plan

Is your plan (or information about your health policies) publicly available online? (This is not required).

If so, please provide the link to your plan.

Is there anything else you want us to know about your health compliance plan?

Upload a copy of your plan, and any other relevant documents. *

Add file

A copy of your responses will be emailed to the address you provided.
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Classroom diagrams provided by Moseley Architects.

28-30 Students

3’ Spacing Guidelines

17-18 students

6’ grid
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77 Passenger School Bus
1 student per seat: 20 capacity
1 student every other seat: 11 capacity

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65 Passenger School Bus
1 student per seat: 22 capacity
1 student every other seat: 11 capacity
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Southampton County Public Schools
Start Back to School Projected Costs

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<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Cost</th>
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<td>Facilities</td>
<td>Signage</td>
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<tr>
<td>Transportation</td>
<td>31 Additional Buses</td>
<td>$3,193,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>Option 3 --3’ Diesel Fuel ($274,000)</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>Option 3 --6’ Diesel Fuel</td>
<td>$548,200</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>$5,579,390</strong></td>
</tr>
</tbody>
</table>