


MEMORANDUM

TO: All Randolph County School System Staff Members

FROM: Stephen Gainey 

RE: Important Actions for the Opening of the 2020-2021 School Year

DATE: August 10, 2020

The start of the 2020-2021 school year will present many new challenges for our school system. As a result, several actions will be required for all schools in our efforts to deal with the Coronavirus crisis in a manner focused on the provision of safe school environments for our students, staff members, and visitors to school campuses. These standards were implemented on 8/1/20 and will remain in place until further notice from my office during the 2020-2021 school year. The following list identifies several, but not all, standards to be implemented on the campuses of all schools:

- 1) Staff members will be required to report to campus and/or their work site on Wednesdays to provide remote instruction for their students.
- 2) No school trips/field trips will be permitted. This decision includes school trips/field trips inside the state and inside the county.
- 3) All high school athletics will be suspended until further notice by the North Carolina High School Athletic Association (NCHSAA) with the exception of workouts governed by the parameters released by the school system in June 2020. The Randolph County School System follows the NCHSAA rules for middle school athletics as well. Thus, this ruling also applies to middle school athletics.
- 4) Schools should not use any "attendance incentives." Students should not attend school if they are sick. However, I worry that "attendance incentives" may cause such action by them.
- 5) No recognitions of students and staff members at Board of Education meetings will be scheduled until further notice, except the "Teacher of the Year" recognition on 8/17/20.
- 6) Home visits by school nurses and school social workers will not be permitted. Edwina Ashworth (Director of Administrative Services for Students) will handle this part of the plan and address any additional needs related to it.
- 7) No grade level assemblies and/or school-wide assemblies, as well as other assemblies involving groups of students, will be permitted. Such action will prevent the gathering of large numbers of students in a single part of the school and limit the opportunities for the Coronavirus to move throughout your campus.
- 8) School visits by parents to lunch and classrooms will not be permitted. Such action will limit the opportunities for the Coronavirus to be brought to your campus.
- 9) School visits by non-school individuals, such as guest speakers, will not be permitted. Such action will limit the opportunities for the Coronavirus to be brought to your campus.
- 10) No food can be brought into the building from outside sources for student activities. (Note: This standard does not prevent a student from bringing food to school for his/her own consumption.)

- 11) After-school events, involving students and/or adults, for all schools will not be permitted with the exception of workouts by athletic teams at the high school level and the middle school level as well as workouts by marching bands at the high school level. These permissible workouts will be governed by the parameters released by the school system in June 2020. Such action will limit the opportunities for large numbers of individuals to bring the Coronavirus to your campus. This rule also applies to other after-school events not scheduled to be held on your school's campus. The only exception to this decision will be Driver's Education classes. Driver's Education classes will proceed as permitted by the state.
- 12) In relation to item #11, decisions about activities for other student groups, such as JROTC and CTE clubs, will be made at a later time.
- 13) The use of school facilities by outside groups will not be permitted. Such action will limit the opportunities for large numbers of individuals to bring the Coronavirus to your campus.
- 14) The temperature of every staff member will be checked on a daily basis upon his/her entry into a school building. Furthermore, on a daily basis, each staff member will be required to answer a set of questions upon his/her entry into a school building.
- 15) The temperature of every student will be checked on a daily basis upon his/her entry into a school building. Furthermore, on a daily basis, each student will be required to answer a set of questions upon his/her entry into a school building.
- 16) Each principal will be required to identify the entrances to be used by a staff member to enter his/her school on a daily basis. Thus, a staff member will not be permitted to enter his/her school through any doors other than the ones designated by the principal.
- 17) Each principal will be required to identify the entrances to be used by a student to enter his/her school on a daily basis. Thus, a student will not be permitted to enter his/her school through any doors other than the ones designated by the principal.
- 18) Teachers must clean the tops of all desks used by students at the end of a class prior to the arrival of the next group of students.
- 19) Desks in classrooms must be arranged in a manner that provides six feet of separation between a student and his/her classmates in all directions.
- 20) The school cafeteria will only be used for serving meals. A student will eat breakfast and lunch in his/her assigned classroom.

Staff members and I have been working closely with Randolph County Public Health to implement measures to reduce the spread of this highly communicable disease. The following information provides more detail in relation to item #14 and item #15 in the previous list:

- 1) **Daily Temperature Checks and Assessments for Staff Members:** This process must be conducted at the start of each day for every staff member upon his/her entry into the building/work site. The Google Doc must be completed by each staff member. If a staff member has a temperature of 100.4 degrees or higher and/or answers "yes" to at least one of the questions about symptoms, please do the following:
 - a) An administrator should immediately send the staff member home.
 - b) The staff member should be told to immediately contact his/her medical care provider or Randolph County Public Health at 336-318-6227.
 - c) The staff member should be told that he/she can not return to his/her work site until approved by the school system in accordance with Department of Health & Human Services (DHHS) rules.
 - d) The administrator should call the Superintendent's Office for guidance on the staff member's return date.
- 2) **Daily Temperature Checks and Assessments for Students:** This process must be conducted at the start of each day for every student upon his/her entry into the building. Also, the assessment

document (“Randolph County School System Daily Monitoring Form”) sent to principals on 8/3/20 must be used in hard copy form until further notice. If a student has a temperature of 100.4 degrees or higher and/or answers “yes” to at least one of the questions about symptoms, please do the following:

- a) The student should be sent immediately to the quarantine room.
- b) The student’s parent should be called to come remove him/her from campus.
- c) The student’s parent should be told to immediately contact the student’s medical care provider or Randolph County Public Health at 336-318-6227.
- d) The student’s parent should be told that the student can not return to campus until approved by the school system in accordance with Department of Health & Human Services (DHHS) rules.
- e) The school’s principal should call the Superintendent’s Office for guidance on the student’s return date.

In conclusion, these actions are being implemented with the goal of keeping our students and staff members safe on school campuses during the 2020-2021 school year. Thus, it is imperative that all of these standards are upheld on every campus throughout the school year. While these standards were effective 8/1/20, specific items on this list will be addressed as conditions change. Nonetheless, at this time, these standards must be implemented in preparation for the return of the students on 8/17/20. If you have any questions regarding this information, please do not hesitate to contact me.