



COVID- 19

Re-Entry Plan

Fall 2020-Spring 2021

Introduction

The purpose of this document is to layout the protocols that will be implemented during the school year of 2020-2021 at Cross Lanes Christian School concerning COVID-19 risk mitigation. This document was written based upon the COVID-19 published guidelines by the Center for Disease Control regarding school re-openings and the recommended guidelines by West Virginia Health Department concerning elementary and secondary education that were pertinent to the following topics. This is a living document, secondarily to the fluency of the COVID-19 guidelines, the authors reserve the right to update or add to this document as changes to the COVID-19 guidelines evolve. This document discusses bus transportation to and from the school, flow of students and student requirements while on campus, sanitation and disinfection protocols, guidelines concerning lunch, recess, and extracurricular activities. The document also describes the procedures to follow concerning a sick student and actions to consider concerning the mental health of the students during the COVID-19 crisis.

Bus Transportation Guidelines for COVID-19

1. Students will arrive at their morning bus stop with a mask and adequate time for a temperature scan to be completed by the driver.
2. Parents will be asked to wait at the bus stop until a successful temperature scan is completed. (A temperature above 100 0F will require the student to stay home from school)
3. Bus riders will be assigned a seat. (CDC guidelines recommend one student per bus seat except for members of the same family)
4. Weather permitting, the windows should be partly opened to allow for ventilation.

5. Upon arrival at school the students will be dismissed from the bus with a hand stamp to indicate their successful temperature scan. Maintain social distancing!

Supplies for each bus

1. Sanitation supplies approved by CDC for daily disinfection including disposable gloves.
2. Extra face masks for students that may not have one.
3. Hand sanitizer.
4. Tissues and paper towels.
5. Plastic liners and trash cans accessible to riders.
6. Disinfectant wipes.
7. Scanning thermometer.
8. Temperature log to be filled out each morning.
9. Hand stamp to authorize admission to classroom building.

Cleaning Guidelines

1. A designed cleaner will be required to clean the bus after the morning route since 2 drivers are classroom teachers.
2. The bus seats and contact areas will be cleaned after each trip. Two of the buses are parked overnight at the drivers' homes so drivers will need to disinfect bus seats and contact areas after the afternoon bus route.
3. Buses will be "deep cleaned" once per week. (a designated person will have that responsibility each week)

4. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. It is recommended that staff wear a mask during cleaning and disinfecting.

Goals to achieve before the opening of school in August.

1. Communication of transportation policies to school families and drivers.
2. Post list of policies on each bus.
3. Place needed supplies along with an inventory list on each bus.
4. Provide a binder for each bus with log pages for daily temperature scanning and a checklist for the twice daily cleaning requirement.

Considerations:

The driver of the Charleston route (our only full-size school bus route) will need help with screening and logging temperature checks each morning. (Parent volunteer at stops) Temperature screening will add a significant amount of time to the bus route in the morning. During bad weather students should wait in their car at the bus stop until it is their turn to be screened.

Extra consideration is needed on how to conduct screening for the roadside, curb side bus stops. These may need to be relocated to a parking lot type pick up.

WVDE or KCS have not yet posted school reopening guidelines.

On Campus Student Flow and Daily Requirements

A Day in the Life of an Elementary Student at CLCS:

Phase One:

1. After leaving the car, your child will be screened by a member of the CLCS faculty.
2. Students will be asked to wear their masks while entering the building from 7:50 - 8:15 a.m. They will use hand sanitizer immediately upon entering the building.
3. Students (K-3rd) will use the provided hooks for their belongings. They will be spread out to ensure that there will be distance between classmates of the same grade level. If student numbers increase beyond 15 students at the elementary level, another classroom location will need to be used for instruction. This group will be rotated daily, and another staff member will be responsible for supervising students on live instruction via cameras and apple TV. (Liability waivers need to be signed by all parents.)
4. Locker assignments (Grades 4-5) will be spread out so that grade level lockers are not altogether. This will help maintain socially distancing between classmates of the same grade level.
5. Courtyard doors only will be used throughout the instructional day, with the exception of arrival and dismissal to minimize traffic in the building. Hand sanitation stations should be placed near this door.
6. For grade levels having 1-15 students, desks will be spread out to ensure safe distances between desks. Students may remove masks while social distancing.
7. All CLCS elementary faculty will be instructing within their own classrooms.
8. Handouts or other supplies will be given out directly by the teacher only in order

to limit the amount of touching on items.

9. Special classes such as PE, music, library, etc. will be taught in their designated rooms as student to teacher ratio allows for safe distancing. Sanitation of rooms will be required.
10. Students will be permitted to get up and stretch while they go to their lockers to get textbooks and supplies for classes or during bathroom breaks.
11. Grade levels will be assigned scheduled bathroom breaks with markings on the floor to indicate social distancing while in line.
12. Bathroom maximum capacity will be labeled on each bathroom door for students to see. This number will be determined by the task force at a later date.
13. Lunch will be on the balcony. Students will be required to wear masks while in transition to the balcony. Once at the balcony, students will be seated on one side of the tables all facing the same direction.
14. Dismissal of students will be the same procedure as in previous years with the exception of student numbers being called while the students are waiting in the classrooms. Students will wear their masks while transitioning from the classroom to their vehicle or bus.
15. Teaching these new procedures will take time at the beginning of the year to adequately teach these procedures and allot time for teachers to implement these new safeguards in their class.

A Day in the Life of a Middle and High School Student at CLCS:

Phase One:

1. After leaving the car, your child will be screened by a member of the CLCS faculty.
2. Students will be asked to wear their masks while waiting in the courtyard until 8:00 when the buildings are open for students to enter. They will use hand sanitizer immediately upon entering the building.
3. At 8:15, students will enter their homeroom classroom and they may remove their masks. Homerooms will be divided so that no more than 15 students will be in a homeroom classroom. This can also be used for students who must quarantine. (Liability waivers need to be signed by all parents.)
4. All CLCS middle and high school faculty will be instructing within their classrooms and students will be changing classes. If class numbers are more than 15, then half of the class will be asked to go to another location on campus. Another staff member will be supervising these students while they receive live instruction from their teacher. The groups will alternate days.
5. Teachers who have planning time the next hour will supervise hallways during class changes while the other teachers clean their rooms after each class. 2 additional minutes need to be built into the schedule to allow for proper sanitation of classrooms.
6. Students will be permitted to go to their lockers in between classes. They will be asked to wear masks during this time. Locker assignments will be spread out so that grade level lockers are not all in the same area but still in the same building as their classes. This will be to ensure that there will be distance between classmates of the same grade level. (Students are permitted to go outside since they will have extra time between

classes. Students will need to use their masks. Students also need to take time between classes to wash their hands.)

7. Classes will change at alternating times so that only one grade will be in the hallway at a time.
8. Handouts or other supplies will be given out directly by the teacher only to limit the amount of touching on items.
9. Special classes such as PE, music, library, etc. will be taught in their designated rooms as student to teacher ratio allows for safe distancing. Sanitation of rooms will be required.
10. Lunch will be on the balcony. Students will be required to wear masks while in transition to the balcony. Once at the balcony, students will be seated on one side of the table all facing the same direction.
11. End of day dismissal of students will be the same as in previous years except for students wearing their masks while outside.

Sanitation and Disinfection Guidelines

“Every Surface, Every Day”

What is the difference between cleaning and disinfecting? According to the CDC, “**Cleaning** refers to the removal of dirt and impurities including germs from surfaces. Cleaning alone does not kill germs. But by removing them, it decreases the number of germs and therefore any risk of infection. **Disinfecting** kills germs on surfaces. Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. **But killing germs remaining on a surface after cleaning further reduce any risk of spreading infection.**”

Although it will not be possible to have everything 100% sanitized and disinfected during each day, these are the guidelines being brought forth to help remind everyone of the major touch points that should be addressed on a daily, and in some cases weekly, basis to help reduce the spread of infection for students while on campus. It is imperative that students follow mask suggestions, social distance as possible, wash and/or sanitize hands frequently, and keep hands from face to help minimize the spread of communicable diseases.

Strategies to help maintain a healthy environment:

Approved Cleaning Supplies:

- Clorox or other brand Disinfectant Wipes
- Lysol Disinfectant Spray
- Bleach solution diluted (1/3 cup of bleach to 1 gallon of water stored in clearly marked spray bottles and stored away from students)
- 70% alcohol solutions for disinfection
- 60% or above Ethyl Alcohol Hand Sanitizer (*Do not use Hand Sanitizers with the ingredient methanol in them*)
- Soap and water for cleaning (not disinfecting or sanitizing)
- Paper Towels
- Gloves for cleaning
- Masks – for protection in cleaning and social distancing

Baby Wipes are not approved for disinfecting/sanitizing

Sanitation Policies:

Plan:

- If visibly dirty, wash surface/object with soap and water first
- Use an EPA-approved disinfectant listed above (leaving on surfaces for the time frame the product recommends)
- Alternative to disinfectant is Bleach mixture listed above or 70% alcohol solutions
- Frequently touched surfaces will need to be cleaned/disinfected daily to help reduce the risk of germs on surfaces/objects

Examples of Frequently Touched Surfaces/Objects:

- Desks, Chairs, Tables, and Countertops
- Doorknobs and Panic Bars/handles on all doors leading inside/outside
- Light switches, Intercom Buttons
- Phones
- Computer screens and keyboards
- Toilets, Faucets, and Sinks
- Water Fountains/Bottle Fountains
- Lockers
- Playground structures, benches, and handrails
- Toys and games

Policies to help maintain a healthy environment:

Beginning of School Day Entry:

- Elementary students' door (for Elementary students only) for morning arrival could be propped open so no touch is involved – weather permitting – and then shut at 8:15 a.m.
- Upon entry to school, all students (K5 -12) use alcohol-based sanitizer
- If student's hands are visibly soiled, washing hands with soap and water first followed by hand sanitizing

Classrooms:

Teachers will be responsible to maintain a safe/healthy classroom by:

- Elementary – cleaning and disinfecting students' desks and chairs at the end of day by using approved sanitation/disinfectant supplies
- Middle/High School – desks and chairs which are used by multiple students should be cleaned/disinfected between usage
- Any workstations, tables, or countertops that students may use must be disinfected by end of day unless they are shared spaces which should then be cleaned between student's usage
- Frequent hand washing/hand sanitizing before eating or after bathroom breaks, and sneezing/coughing or using a tissue for a runny nose
- If eating in classrooms, desks need to be cleaned/disinfected before and after snack/lunch
- Limit “shared” supplies. Students in Elementary should have their own cubby/bin/bag with pencils, crayons, glue sticks, scissors, etc.

- MS/HS should have their own supplies carried with them
- For shared supplies, use “clean” and “used” cups if students need to borrow a pencil/pen, etc. Disinfect “used” supplies at day’s end.
- If students use a community pencil sharpener and is touched by students, it should be disinfected after each student’s use
- Light switches, doorknobs, intercom buttons be disinfected at day’s end
- Classroom bookshelves used by students should be cleaned/disinfected at day’s end
- Toys and games used by students need to be disinfected at day’s end or in between student usage
- Elementary hallway students’ shelves should be disinfected at day’s end
- Elementary locker students should only touch their own locker
- Classroom computer keyboard, mouse, screen cleaned between uses*

A Sanitation Protocol Chart should be signed and dated by teachers as a record of cleaning/disinfecting done in their rooms each day.

If “Common Areas” in the school are used, these are the protocols which may help maintain a healthy environment.

Gym Balcony:

- Hand sanitizer must be available
- If balcony is used for lunches, students will need to socially distance, and only sit on one side of the tables. No students facing each other.
- Classes should not intermingle in the balcony area

- Students must wipe down microwave panel/door handle after each use OR each student should put on a pair of food handler gloves to use microwave and then throw gloves away after food is ready
- Tables, seats, and microwaves will need to be cleaned/sanitized between each class. Handrails in balcony cleaned/sanitized between each class.
- A lunch aide responsible for heating lunches will need to make sure his/her hands are sanitized between microwaving lunches
- Lunch aide should also wash hands and if wearing gloves, change gloves between each class
- At end of day, the Lunch aide must sweep and mop floor, and clean/disinfect all tables, seats, microwaves, and handrails

A Sanitation Protocol Chart should be signed and dated by the Lunch Aide as a record of cleaning/disinfecting the Gym Balcony area each day.

If the Gym Balcony is used as a Study Hall or for students to hang out during games, there will need to be a teacher/person in charge whose responsibility it will be to clean and sanitize all areas that the students use. Students should not be facing each other at the tables and social distancing should be enforced.

A Sanitation Protocol Chart should be signed and dated by the responsible teachers/adults as a record if Gym Balcony is used for school functions or classes.

Computer Lab:

- Classes should not intermingle
- Time must be given to clean/disinfect desks/tables, chairs, keyboards, computer mice, and computer screens between each class OR plastic wrap the keyboards and mice after each use*
- Social Distancing should be observed in the Lab

Library:

- Classes should not intermingle
- Time must be given to clean/disinfect desks/table, chairs, and computers
- Social Distancing should be observed in the Library

A Sanitation Protocol Chart should be signed and dated by the teacher as a record of cleaning/disinfecting done in the Lab and Library each day.

Playground:

- Reminder to keep hands away from face while playing
- After class usage, hand sanitizer should be given to each student upon lining up to go back into classrooms

Restrooms:

- Should be retrofitted to Touchless Faucets, Soap Dispensers, and Toilets
- Paper Towels should be touchless or pull down without touching anything except the paper towel being used
- Doors could have handles so that students' arms can be used to open the doors

Custodial:

Duties to clean/disinfect school to help maintain a healthy environment:

- Restrooms must be cleaned and disinfected daily using approved EPA cleaning supplies as listed
 - *This includes toilets/seats/bowls, sinks, faucets, soap dispensers, mirrors, paper towel distributors, light switches, doors and door handles on stalls, any handicap bars, and doors/door handles going in and out of restrooms.*
 - *Floors should be mopped daily*
 - *Trash taken out daily*
- Floors in hallways of each building should be swept and mopped daily
- Doors going into and out of buildings including handles and panic bars and railings must be cleaned/disinfected at day's end
- MPR Chapel doors/handles inside building should be disinfected daily
- Water fountains/Bottle fountains must be cleaned/disinfected at day's end
- Elementary Lockers – outside panel and locker handles should be cleaned/disinfected at week's end
- MS/HS outside locker panels and locker handles should be cleaned/disinfected at week's end
- Light switches in all hallways in each building must be disinfected at day's end
- Trash in buildings must be taken out each day at days end

- Office building foyer should be cleaned/disinfected – light switches, door handles, tables, etc., and floor mopped

Office Staff should be responsible for cleaning/disinfecting their own areas including countertops, desks, computers, chairs, phones, personal office light switches, photocopiers, pencils, pens, clip boards, chair arms and tables that public would touch in foyer area and office area, etc., if this is not part of the Custodial Staff's duty.

A Sanitation Protocol Chart should be signed and dated by Custodial Staff/Office Staff as a record of cleaning/disinfecting done each day.

Gym:

- Classes should maintain social distancing and not intermingle
- Any equipment used must be cleaned/disinfected by teacher
- Restrooms must be cleaned/disinfected by responsible staff each day
- Athletic teams/coaches must follow CLCS guidelines of gym usage and make sure that restrooms/locker rooms are cleaned/disinfected after practices or games.

Lunch/Recess/Extracurricular Activities

CLCS Covid-19 lunch period recommendations

- Hand sanitizing as students enter and leave the gymnasium.
- Social distancing with staggered seating at all tables.

- Seating charts for tables to expedite transition
- Cleaning tables after each group
- Using all available areas in the gymnasium including balcony, stage, bleachers, and art room
- Separate entrance and exit for lunch with hand sanitizing stations
- Using alternate areas such as in MPR and lab only if needed
- Assessment adjust plan after trial period.
- Only brown bag lunches the first 9 weeks of school.

Parents/Guardians: Indoor Sport Protocols

To maintain a safe environment for all athletes and coaches, Cross Lanes Christian School will be implementing the following protocol for activities in the gym until further notice:

Only 12 athletes will be allowed in the gym at a time.

Only essential personnel will be permitted in the gym (athletes, coaches, administrators).

All athletes must enter and exit through the outside gym door (near the kitchen).

No one is permitted to enter any other part of the school buildings.

Before entry to the gym, all athletes must have their temperature taken by their coach with a contactless thermometer.

Any temperature at or above 100 degrees Fahrenheit will be excused from practice. Consent forms to take temperature must be signed by parent/guardian to participate in gym activities.

If any athlete has a cough or congestion, the athlete may not enter the gym until those symptoms are resolved.

If anyone in your home has been ill or has a fever, the athlete may not enter the gym until two weeks after symptoms subside.

Athletes must wash hands or use hand sanitizer before and after each practice.

Athletes may use the restroom in the locker room or lobby one person at a time. Coaches will wipe down bathrooms after practice with approved cleaning materials.

Athletes must bring their own, clearly marked, drinks to practice. Water fountains will be out of service.

Athletes are not permitted to share bottles, shoes or any other athletic equipment not related to the drills taking place.

All equipment used during practice will be sanitized by coaches with the appropriate cleaning materials before and after each practice.

There will be no direct contact during practices until further notice. Please refrain from personal touches such as high fives until direct contact resumes.

Due to the current situation, coaches will be flexible with attendance. Parents comfort level with having their children around others will be honored in all situations.

Parents/Guardians: Outdoor sport Protocols

To maintain a safe environment for all athletes and coaches, Cross Lanes Christian School will be implementing the following protocol for outdoor athletic activities until further notice:

Only essential personnel will be permitted (athletes, coaches, administrators).

No one is permitted to enter any part of the school buildings other than the gym restroom.

Before participation, all athletes must have their temperature taken by their coach with a contactless thermometer. Any temperature at or above 100 degrees Fahrenheit will be excused from practice. Consent forms to take temperature must be signed by parent/guardian to participate in outdoor athletic activities.

If any athlete has a cough or congestion, the athlete may not participate until those symptoms are resolved.

If anyone in your home has been ill or has a fever, the athlete may not participate until two weeks after symptoms subside.

Athletes must wash hands or use hand sanitizer before and after each practice.

Athletes may use the restroom in the gym locker room or gym lobby one person at a time.

Coaches will wipe down bathrooms after practice with approved cleaning materials.

Athletes must bring their own, clearly marked, drinks to practice. Water fountains will be out of service.

Athletes are not permitted to share bottles, shoes or any other athletic equipment not related to the drills taking place.

All equipment used during practice will be sanitized by coaches with the appropriate cleaning materials before and after each practice.

There will be no direct contact during practices until further notice. Please refrain from personal touches such as high fives until direct contact resumes.

Due to the current situation, coaches will be flexible with attendance. Parents comfort level with having their children around others will be honored in all situations.

If athletes refuse to adhere to the guidelines set forth for outdoor athletic activities, they will be asked to leave.

Please also refer to the link to the National Federation of State High School Associations (NFHS) re-opening guidelines for high school sports <https://nfhs.org/media/3812287/2020-nfhs-guidance>.

Please also refer to the Sports Medicine Advisory Committee (SMAC) link <https://www.nfhs.org/sports-resource-content/sports-medicine-advisory-committee-smac-mission-statement-and-goals/>

Sick Child and Teacher Guidelines

Preparation for Sick Student or Staff:

DESIGNATE A COVID-19 POINT OF CONTACT

Point of contact is responsible for the following:

Reporting to the school administrator

Collecting reports

Notifying health officials

Notifying close contacts

Revising policy as needed

Stocking isolation/nurse stations

Know the Symptoms of COVID-19 (all staff should be briefed prior to school commencement)

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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

Parent information packet: Recommend links to this information on the website and Sycamore.

Recommend paper packets be distributed to each family at orientation. Recommend a staggered orientation over 2 or 3 days instead of a full school orientation.

signs/symptoms to be familiar with

appropriate masks and mask etiquette

keep child home if: fever, any symptoms, any exposure

criteria for testing: sick contact, fever. other symptoms to be determined by HCP

cleaning policies

point of contact for questions (teacher, administration?)

after-hours contact

methods of communication (website, Facebook, messenger, school cast, etc.)

local testing centers including hours

Instead of a daily symptom checker, recommend an all-inclusive attestation as below.

Covid-19 attestation suggestions: recommend parents sign an attestation at the beginning of the year that if they send their children to school, they can answer each question, “No” each day.

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Are you currently experiencing shortness of breath or difficulty breathing?

Are you currently experiencing a cough?

Are you currently experiencing a temperature at or above 100.0 degrees F/37.7 degrees C?

Are you currently experiencing a sore throat?

Are you currently experiencing chills or repeated shaking with chills?

Are you currently experiencing muscle pain?

Are you currently experiencing a headache?

Are you currently experiencing a new loss of taste or smell?

Have you been exposed to anyone experiencing the symptoms above?

Have you been exposed to anyone testing positive for COVID-19?

Conduct Daily Health Checks:

Temperature screening (to be done prior to entry to school)

Symptom checking—will rely on parent honesty

Need for second temperature screening to be determined by individual teacher

Each teacher and staff member should be familiar with signs/symptoms (CDC, 2020)

Nurse Station/ Isolation Area

designated room in each building for isolation

supplies needed in each include:

masks, gloves, face shield

thermometer

hand sanitizer, disinfectant wipes

pulse oximeter

other first-aid items not related to COVID: bandages, antiseptic, juice, water, emesis basin

If a Student or staff member becomes sick at school:

Immediately separate staff or student

Isolate staff or student to a designated place — isolation area in each building

Call family member to take home and to monitor symptoms

If symptoms are severe call ambulance to transport to nearby facility

Notify local health department (will likely be handled by HCP)

Further steps regarding classmate exposure and recommendations to be determined by the Kanawha Health Department. (may include sending class home to isolate for 2-5 days depending on current recommendations)

If Student or Staff Exposure

Stay home

Check temperature twice per day

Check symptoms

Need for testing will be determined by health department or other HCP.

Return to school will be determined by health department or other HCP. If child tested positive, will require two negative tests to return to school (see next slide)

When to return to school:

Following a positive test:

No fever for 3 days

Symptom improvement

2 negative tests (24 hours apart)

Following a negative test:

no symptoms

appropriate evaluation by HCP

Methods to Preserve Children's Mental Health

1. Create a safe physical and emotional environment by establishing the 3 R's: Reassurance, Routines, and Regulations
2. Be creative about new activities and exercise and keep children busy.
3. Keep kids in the loop but keep it simple.
4. Stay in touch virtually. Social distancing should not mean social isolation.
5. Find opportunities to take care of yourself.
6. Seek professional help from a mental health provider if needed.
7. Warning signs when one may need to consider professional help for a young child: nightmares, appetite disturbances, clinging to parents, crying or irritability, acting out behaviors, separation anxiety, regression in development (toiletting accidents, bedwetting, etc.)
8. Warning signs that you may need to seek professional help for older children, teens, or yourself: isolation, withdrawal from meaningful relationships, loss of interest in pleasurable activities, sleep or appetite disturbances weight loss or gain, feelings of sadness or hopelessness, or irritability, and fatigue.

References:

Centers for Disease Control and Prevention. (2020). Coronavirus Disease 2019 (COVID-19). Retrieved June 15, 2020, from [https:// www.cdc.gov/coronavirus/2019-ncov/community/index.html](https://www.cdc.gov/coronavirus/2019-ncov/community/index.html)

Department of Health and Human Resources. (2020). Coronavirus disease 2019 (COViD-19). Retrieved June 15, 2020, from <https://dhhr.wv.gov/COVID-19/Pages/Schools.aspx>

National Federation of State High School Associations (NFHS) re-opening guidelines for high school sports <https://nfhs.org/media/3812287/2020-nfhs-guidance>

Sports Medicine Advisory Committee (SMAC) link <https://www.nfhs.org/sports-resource-content/sports-medicine-advisory-committee-smac-mission-statement-and-goals/>

Center for disease Control and Prevention <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.htm>

Kanawha County Health Department kchdww.org/

Center for Disease Control and Prevention <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/checklist.html>

Cross Lanes Christian School COVID -19 Task Force Members

Medical Professionals

Medical professionals

- **Dr. Ryan Fitzwater**, DO MBA, FACOS (Urological Surgery)
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