



# Millington Municipal Schools COVID Responsibilities 8/18/2020

## **Student Health Protocols:**

### **Parent Responsibilities**

- Parents should check their student’s temperatures at home before sending them to school.
- All students (age-appropriate) are expected to use non-medical grade face masks, covering nose and mouth, throughout the school day including while in indoor common spaces, transitioning throughout the building and upon entering and exiting the building.
- All students should practice appropriate social distancing, hand hygiene, and respiratory etiquette.
- Parents are expected to pick-up their students if called by the school due to illness within the hour. If there are siblings of the ill student in school, siblings will be dismissed as well.

<b>Students Need to Stay Home</b>	<b>Students Can Return to School</b>
Temperature of 100.4 F or higher	Fever free without the assistance of medication for 24 hours
Vomiting within the past 24 hours	Free from vomiting for 24 hours
Diarrhea within the past 24 hours	Free from diarrhea for 24 hours
Body rash with itching or fever	Free from rash, itching or fever, or evaluated by doctor
Itchy head, active head lice	Treated with appropriate lice treatment at home, no live lice
Red, itching, draining eye	Free from drainage and/or evaluated by doctor
Hospital stay and/or emergency room visit	Released by medical provider
Bacterial infection such as strep throat	Release from medical provider, 24 hours of antibiotic

- In addition to the above illnesses, the following symptoms are potentially COVID-19 symptoms parents should monitor their children for:
  - new worsening cough
  - shortness of breath/difficulty breathing
  - new loss of taste or smell
  - sore throat
  - muscle aches and pains
  - headache

- nasal congestion/runny nose.  
**If children have multiple symptoms, parents should consult with their student's physician.**
- Parents should provide two or three emergency contacts with updated phone numbers for their children. Persons picking up children must wear a mask if they enter the school and are encouraged to wear them in their vehicle when picking up students.

### ***Schools Responsibilities***

- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students will be taught to practice appropriate social distancing, hand hygiene, and respiratory etiquette.
- All students (age-appropriate) are expected to use non-medical grade face masks, covering nose and mouth throughout the school day including, while in indoor common spaces, transitioning throughout the building and upon entering and exiting the building.
- Schools will secure a location for students and staff to go that is not a high traffic area if symptomatic.
- The school will dismiss siblings of ill students who are required to go home.
- The School Nurse at each school will be responsible for gathering contact tracing information and providing this information to the District office of Coordinated School Health.
- Schools will be prepared to help perform contact tracing when there is a COVID case in the school.
- Schools will contact Human Resources if staff member tests positive for COVID 19.
- School Administrators will send out information to parents regarding classroom closures or need for quarantine.

### ***District Responsibilities***

- All students (age-appropriate) are expected to use non-medical grade face masks, covering nose and mouth, while in indoor common spaces, transitioning throughout the building and upon entering and exiting the building.

- District office of Coordinated School Health will communicate with Shelby County Health Department if student or staff member tests positive and provide guidance to schools.
- District office of Coordinated School Health will communicate with Shelby County Health Department results of contact tracing at school.
- Central Office will guide schools on communication to parents, community if COVID 19 cases are found in the school.
- Staff will be provided training on hand washing hygiene and respiratory etiquette. Staff will in turn provide training to students on hand washing hygiene and respiratory etiquette.
- School Nurses will be available to assist staff with training students on hand washing hygiene and respiratory etiquette.
- Provide staff with guidelines from CDC and Human Resources Policy on steps to follow regarding home isolation and returning to work.

### **Positive COVID-19 Test Result for Student or Staff:**

#### ***Parent Responsibilities***

- Parents of students who test positive for COVID-19 will notify the school so contact tracing can begin.
- Parents of students who test positive for COVID-19 will keep their student at home for 14 days. Student must be fever free for at least 24 hours before return to school regardless of days of isolation or release from the Shelby County Health Department.
- Siblings of students who live in the same household who test positive for COVID-19 will be quarantined at home for 24 days and must be fever free for at least 24 hours before return to school.
- Parents of students who have been identified as a close contact to a COVID-19 individual will keep their student home for 14 days after notification from the school or Shelby County Health Department.
- If an identified close contact develops symptoms of COVID-19 the parent will contact their health care provider.

#### ***Schools Responsibilities***

- The classroom of a COVID-19 positive student or staff member will be closed for at least 24 hours. School Administration will contact parents of students informing of classroom closure.
- The School Nurse will initiate contact tracing by reviewing classroom seating charts and interviewing staff.
- School Administration will determine method of transportation for student or staff who tested positive for COVID-19 and determine if close

contact has occurred by reviewing seating charts and interviewing bus drivers and report to nurse.

- School administration will contact parents of students identified as close contact by phone informing of the need to quarantine for 14 days and follow up with a letter.
- School administration will send home written notification to parents of students in a classroom who were not identified as close contact.
- School nurse and/or administration will contact district Coordinated School Health Office with list of close contacts to share with the Shelby County Health Department.

### ***District Responsibilities***

- Department of Operations will supervise the deep cleaning of any rooms student or staff member who tested positive for COVID-19 spent more than 10 minutes.
- Department of Transportation will assist schools in communicating with Durham when needed to identify close contacts on the bus.
- Coordinated School Health will monitor Shelby County community spread of COVID-19 and share those levels with school nurses.
- Coordinated School Health will notify Shelby County Health Department of COVID-19 positive cases in schools and provide close contact names and contact information.
- Coordinated School Health, Department of Operations and Shelby County Health Department will collaborate to determine if additional classrooms, hallways, school, are required to close.
- Human Resources will collect release notifications from the Shelby County Health Department from staff and advise staff when to return to work after a positive COVID-19 test or identification as a close contact of a COVID-19 positive case.

### ***Employee Health Protocols:***

- All employees will be required to complete a self -screening daily.
- All employees shall know, understand and practice methods to protect themselves and others from COVID-19 at work.
- All employees must practice appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- All employees shall regularly wash their hands when reporting to work, throughout the day including before and after meals and after using the restroom.

- All employees shall maintain 6 feet distancing from others. If this is not possible, face covering must be worn.

## **Arrival/Dismissal**

### ***Parent Responsibilities***

- Parents will provide transportation when possible
- Parents will ensure that students are on time to school and stay the entire school day.

### ***Schools Responsibilities***

- Multiple entry/exit points will be established.
- Students will report straight to classrooms whenever possible.
- Schools will develop procedures to check in students who arrive to school late.
- Schools will establish staggered release procedures
- Schools will establish procedures for students to be released straight from their classroom whenever possible.

### ***District Responsibilities***

- Work with local police to establish safe, efficient traffic flow, student drop off at each building.

## **Transitioning**

### ***Parent Responsibilities***

- Parents are expected to remain in their vehicle when dropping and picking up their children from school.
- Parents are expected to ensure that students have on a mask upon exiting the car before entering the school building.

### ***Schools Responsibilities***

- The transitioning of students will be limited during the school day.
- Students in grades PK-2 will be self-contained, and depending on numbers may be with one teacher for half the day and another staff member for half the day.
- Whenever possible, teachers will rotate into the classrooms to limit student transitioning in grades 3-5.
- Students in grades 6-8 (junior high) and 9-12 (high school) will have a campus schedule designed to limit student transitioning during the school day.

### ***District Responsibilities***

- Provide colored adhesive to schools to use to mark off social distancing

### ***Meal Service***

All child nutrition staff will use PPE while performing job responsibilities and will be trained to practice health and hygiene regulations

### ***Parent Responsibilities***

- *To ensure the safety of students and staff, no outside food deliveries will be accepted.*
- *Visitors will not be allowed during breakfast/lunch times.*

### ***Schools Responsibilities***

- Students Pre-K-8 will eat lunch in classrooms
- Students eating in the cafeteria will be seated with at least 6-foot spacing.
- Cafeteria and serving areas will be cleaned as student's transition.

### ***District Responsibilities***

- Coordinate meals for students not in school

### ***Transportation***

#### ***Parent Responsibilities***

- Parents will provide transportation when possible
- Parents will understand that students are expected to wear a mask on bus
- Buses will still run but it is not possible to ensure social distancing on buses. For that reason, we request that parents transport their child(ren) to-and-from school. However, we recognize that this may not be possible for some families. We will continue to offer bus services for those students who need them. Be aware that there may be up to two students per seat.

#### ***Schools Responsibilities***

- Bus seating will be assigned.

#### ***District Responsibilities***

- All bus drivers will wear face covering
- Each bus will be sanitized between routes.

- Review numbers of students riding each bus and make changes as needed

**In the classroom setting:**

***Parent Responsibilities***

- ***Parents will keep their children home in the following instances:***

<b><u>Students Need to Stay Home</u></b>	<b><u>Students Can Return to School</u></b>
Temperature of 100.4 F or higher	Fever free without the assistance of medication for 24 hours
Vomiting within the past 24 hours	Free from vomiting for 24 hours
Diarrhea within the past 24 hours	Free from diarrhea for 24 hours
Body rash with itching or fever	Free from rash, itching or fever, or evaluated by doctor
Itchy head, active head lice	Treated with appropriate lice treatment at home, no live lice
Red, itching, draining eye	Free from drainage and/or evaluated by doctor
Hospital stay and/or emergency room visit	Released by medical provider
Bacterial infection such as strep throat	Release from medical provider, 24 hours of antibiotic

In addition to the above illnesses, the following symptoms are potentially COVID-19 symptoms parents should monitor their children for:

- new worsening cough
- shortness of breath/difficulty breathing
- new loss of taste or smell
- sore throat
- muscle aches and pains
- headache
- nasal congestion/runny nose.

**If children have multiple symptoms, parents should consult with their student's physician.**

- Parents should provide two or three emergency contacts with updated phone numbers for their children. Persons picking up children must wear a mask to enter the school and are encouraged to wear them in their vehicle when picking up students.

## ***Schools Responsibilities***

- Students will be seated with as much separation as feasible without disrupting the educational experience and depending on the current social distancing recommendations from the Shelby County Health Department.
- For age and developmentally appropriate students, use of masks in classroom settings will be expected.
- Schools will have structured times for student hand washing.
- Students and staff will be instructed in proper handwashing techniques.
- Students and staff will be trained in proper health hygiene and disease transmission prevention measures.
- Schools will schedule students into smaller cohorts as much as feasible.
- Schools will identify classes that have an increased risk of transmission, and develop a plan to help mitigate exposure.
- Elementary Schools will develop a Recess Schedule and communicate expectations of students and staff during recess
- Schools will develop a Restroom Schedule
- Schools will develop a locker schedule.

## ***District Responsibilities***

- Create individual plans for students who are unable to attend school due to chronic health conditions. The assigned School Nurse will participate in the development of plans.

## ***Health and Hygiene Practices***

### ***Schools Responsibilities***

- Schools will have structured times for student hand washing.
- Students and staff will be instructed in proper handwashing techniques.
- Students and staff will be trained in proper health hygiene and disease transmission prevention measures.
- Identify location in school for health services that allows for social distancing.

### ***District Responsibilities***

- Cleaning supplies will be available at all schools
- For age and developmentally appropriate students, use of masks in classroom settings will be encouraged. Hand sanitizer stations will be at the entrances of each facility, and throughout the building in hallways.
- Hand hygiene will be provided in classroom settings where feasible.



- Administrators will be trained in proper health hygiene and disease transmission prevention measures.
- Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms, and at the entrances.

### **Campus cleaning plan:**

#### ***Schools Responsibilities***

- Provide oversight of fidelity of cleaning, contact Central Office if expectations are not being met.
- In the event of exposure; classrooms where exposure took place will be shut down for at least 24 hours for a thorough cleaning. The Shelby County Health Department may choose to close a classroom for additional time for cleaning and contact tracing.
- Students who are in a classroom closed for cleaning will receive instruction remotely.

#### ***District Responsibilities***

- Campuses will be cleaned throughout the instructional day.
- Custodial staffing will be realigned to allow for ongoing cleaning of touch surfaces during the instructional day.
- Classrooms will be equipped for cleaning between changing student groups.
- Cleaning products will be properly stored when not in use.

### **Use of Masks**

#### ***Parent Responsibilities***

- Encourage students to wear masks
- Provide masks for students to wear when able

#### ***Schools Responsibilities***

- Face coverings will be expected for students (age-appropriate) in common areas.
- Any individual coming to campus during the instructional day will be required to wear a face covering for building access.

#### ***District Responsibilities***

- The district expects the use of non-medical grade face coverings in all Millington Municipal Schools facilities.
- Face coverings will be expected for students (age-appropriate) in common areas.

- Any individual coming to campus during the instructional day will be required to wear a face covering for building access.
- Masks will be provided to staff and students

***Extra-Curricular/Non-Academic Activities:  
Parent Responsibilities***

***Schools Responsibilities***

- Communicate with relevant Central Office Personnel prior to committing to any extra-curricular/non-academic activity

***District Responsibilities***

- Athletics and Extracurricular Activities will be conducted in alignment with recommendations from the Tennessee Department of Health, Shelby County Health Department and other regulatory agencies, (TSSAA).
- Hand Washing or Hand Sanitation stations must be available for any activity.
- Use of face coverings should be implemented as feasible.

***Visitors/Deliveries/Miscellaneous***

***Parent Responsibilities***

- To limit exposure, informal campus visits will be restricted. (including during meal time).

***Schools Responsibilities***

- In the event an individual visits a campus, they must pass a screener with temperature monitoring to access a school campus.

***District Responsibilities***

- To limit exposure, informal campus visits will be restricted. (including during meal time).
  - Essential meetings will be done by appointment or through a virtual format.
  - In the event an individual visits a campus, they must pass a screener with temperature monitoring to access a school campus. Until further notice, the use of field trips to enhance the educational experience will be postponed.
- Until further notice, there will be no large student assemblies.

**Coordinate with local health officials.**

### ***Parent Responsibilities***

### ***Schools Responsibilities***

- Follow health directives communicated through central office

### ***District Responsibilities***

- Superintendent or designee will maintain contact with Health Department
- Collaborate with district communications personnel to deliver messages to the public related to school health situations.

## **Teachers**

### ***Schools Responsibilities***

- Ensure social distancing is provided during times of teacher to teacher contact
- Teacher wellness checks
- Teachers will use the district provided communication tools to stay in contact with parents.
- Teachers will provide to Human Resources communication from the Shelby County Health Department related to return to work if a COVID-19 diagnosis.

### ***District Responsibilities***

- Develop sick leave procedures for teachers who contract COVID-19
- Provide schools/teachers with PPE

### ***Virtual Instruction***

In preparation for the 2020-2021 school year, Millington Municipal Schools will also provide instruction via virtual format. ***Virtual instruction will be offered through a Remote Asynchronous Instruction format.***

**Remote Asynchronous Instruction** - Instruction that does not require having the instructor and student engaged at the same time. The student is required to be engaged daily with work and the teacher is required to give daily

feedback. Students are expected to be actively engaged in learning with their teacher for a minimum of 7 hours daily.

### **Parent Responsibilities**

- Select the virtual platform and commit to that mode of instruction for at least the first semester
- Ensure that student is active in the virtual platform for at least 7 hrs. per day and completing all assignments
- Access the homework hotlines when needed

### **School Responsibilities**

- Students are enrolled in a homeroom classroom
- Identify staff member who will be monitoring virtual learning

### **District Responsibilities**

- Provide technology needed for virtual learning

### ***Social/Emotional Needs***

#### ***Parent Responsibilities***

- Parents will contact school administration if their student demonstrates crisis types of behavior.
- Parents will attend scheduled meetings with healthcare providers

#### ***Schools Responsibilities***

- School staff will contact school administration, school counselor or district social worker if students show signs of crisis.
- Schools will given survey to students to identify students that may need social/emotional support.
- After return of survey schools will identify students who require social/emotional support and contact parents for permission for intervention.

#### ***District Responsibilities***

- Central Office will support schools in providing social emotional support with the District Social Workers.

### **Attendance**

#### ***Parent Responsibilities***

- Parents are expected to send their students to school on their assigned days.

- If students demonstrate any of the symptoms found above, parents will keep their student at home and then send a note to school upon their return.

### ***Schools Responsibilities***

- Schools will track attendance and intervene with the Truancy Tiers when triggered.
- Schools will contact the parents of students who are absent from school.
- School Attendance Clericals will be responsible for keeping up with absences and return to school dates for students.

### ***District Responsibilities***

- District will support schools in Truancy Tier Intervention
- Monitor attendance at each building
- Human Resources will be responsible for keeping up with staff absences and return to school dates for staff.

### **Short Term Closures**

#### ***Parent Responsibilities***

- If schools are required to close for a short time due to COVID-19 parents will ensure that students complete assignments remotely.
- Parents must have plans that can be activated immediately if there is a close closure if their children are not able to attend school because of a quarantine situation.
- Parents are urged to be prepared to change plans within 24 hours if needed. If there is a widespread outbreak or if schools are forced to close again, parents must ensure they have contingency plans for their households.
- It is critical that parents have updated email addresses and phone numbers and emergency contacts on file with their child's school.

### Schools Responsibilities

- Schools will provide virtual instruction for all students with expectation of students to complete work that demonstrates mastery.
- Cancel all group and extracurricular activities

### District Responsibilities

- Provide devices and hotspots when needed
- Communicate plan to parents for virtual instruction
- Make the decision for short term closure after consulting with local health officials
- Begin meal programs