

Millington Municipal Schools COVID Responsibilities 8/9/2021

Student Health Protocols:

Parent Responsibilities

- Parents should check their student's temperatures at home before sending them to school.
- All students are required 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.
 Masks are required.
- 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 an ill student in school who has symptoms consistent with COVID, siblings will be dismissed as well.
- Consider completing the permission form for COVID testing.
- Call the Family Resource Center (901) 873-5924 to request COVID testing.
- After COVID testing, prior to results, parents will keep students at home until results are received indicating negative test.

| Students Need to Stay Home | Students Can Return to School | | |
|---|---|--|--|
| 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:

- 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.

Call Family Resource Center (901) 873-5924 to request COVID testing

 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 are required 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.
 Masks are required.
- 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 due to COVID symptoms.
- School personnel will be responsible for gathering possible close contact information and providing this information to the district office of Coordinated School Health.
- Schools will be prepared to help identify possible close contacts when there is a COVID case in the school.
- Schools will contact Human Resources and Coordinated School Health if staff member tests positive for COVID 19.
- School Administrators will send out information to parents regarding classroom closures or need for quarantine.
- Schools and the Family Resource Center will provide COVID testing for staff and students with parent permission and will notify of results within 24 hours of test.

Call Family Resource Center (901) 873-5924 to request COVID testing

- All students are required 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. Masks are required.
- 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 possible close contacts at school.
- Central Office will guide schools on communication to parents if COVID 19 cases are found in the school.
- School Nurses will be available to assist staff with training students on hand washing hygiene and respiratory etiquette.
- Central Office will provide staff with guidelines from CDC and Human Resources
 Policy on steps to follow regarding home isolation, quarantine, and returning to
 work.
- Secure COVID testing

Positive COVID-19 Test Result for Student or Staff:

Parent Responsibilities

- Parents of students who test positive for COVID-19 will notify the school.
- Parents of students who test positive for COVID-19 will keep their student at home for 10 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 stay at home until meeting one of the safe return to school options.
- Parents of students who have been identified as a potential close contact to a COVID-19 individual will keep their student home until meeting one of the safe return to school options.
- If an identified close contact develops symptoms of COVID-19 the parent will contact their health care provider.
 - Call Family Resource Center (901) 873-5924 to request COVID testing

Schools Responsibilities

- The classroom of a COVID-19 positive student or staff member will be closed for at least 24 hours for deep cleaning. School Administration will contact parents of students informing of classroom closure.
- School personnel will identify close contacts by reviewing classroom seating charts and interviewing staff.
- School Administration will identify potential close contacts during 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.

- School administration will contact parents of students identified as close contacts by phone informing of the need to stay home from school until meeting one of the safe to return to school options, 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 potential close contact.
- School administration will contact district Coordinated School Health Office with list of potential close contacts to share with the Shelby County Health Department.

- 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.

Employee Health Protocols:

- 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 and throughout the day including before and after meals and after using the restroom.
- All employees shall maintain 3 feet distancing from others. worn.
- Masks are required.
- All employees who take a COVID-19 test will not report to work until they receive test results.

Arrival/Dismissal

Parent Responsibilities

 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.

 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.

Schools Responsibilities

 Schools will follow CDC recommendations in maintaining space between students in the classroom and other locations throughout the building.

District Responsibilities

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

Meal Service

All child nutrition staff 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 eating in the cafeteria will be seated with at least 3-feet spacing.
- Cafeteria and serving areas will be cleaned as student's transition.

District Responsibilities

Provide schools necessary resources

In the Classroom:

Parent Responsibilities

• Parents will keep their children home in the following instances:

| Students Need to Stay Home | Students Can Return to School | | |
|---|---|--|--|
| 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.
- Parents should provide two or three emergency contacts with updated phone numbers for their children.

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

Call Family Resource Center (901) 873-5924 to request COVID testing

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 CDC.
- Masks are required.
- 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 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.

Provide schools with resources

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.
- Locations in school for health services that allows for social distancing will be identified.

District Responsibilities

- Cleaning supplies will be available at all schools
- Masks are required.
- 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 cleaning practices, contact Central Office if expectations are not being met.
- In the event of exposure; classrooms where exposure took place will be shut down the day of the exposure 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 be relocated in the building when possible.

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.
- Cleaning products will be properly stored when not in use.

Use of Masks

Parent Responsibilities

- Encourage students to wear masks
- Provide masks for students not vaccinated to wear
- Masks are required

Schools Responsibilities

- Masks are required.
- All visitors coming to campus during the instructional day will be required to wear a face covering for building access.

District Responsibilities

- The district requires the use of non-medical grade face coverings in all
- Millington Municipal Schools facilities. Masks are required
- Masks will be provided to staff and students
- All visitors coming to campus during the instructional day will be required to wear a face covering for building access.

Extra-Curricular/Non-Academic Activities:

Schools Responsibilities

Masks are required.

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.

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 wear face covering.

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 wear face covering

Coordinate with local health officials:

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
- Teachers will use the district provided communication tools to stay in contact with parents.

District Responsibilities

Provide schools/teachers with PPE

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.
- Parents will complete survey as related to social emotional health.

Schools Responsibilities

- School staff will contact school administration, school counselor or school social worker if students show signs of crisis.
- Schools will give 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 school social workers and school counselors.

Attendance:

Parent Responsibilities

- Parents are expected to send their students to school.
- 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

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 school closure or 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 an opportunity for students to continue learning if a student is out of school due to COVID..
- 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

Frequently Asked Questions

If my child shows symptoms of COVID can the school give a COVID test?

Millington Municipal Schools will be testing for COVID with parent's written permission if the child has symptoms of COVID. Parents will be notified even with written permission prior to testing. *Call Millington Schools Family Resource Center (901) 873-5924 to schedule PCR test*

Will my child be required to wear a mask?

At this time we are taking our guidance from the CDC, Tennessee Department of Health, and Shelby County Health Department. **Masks are required.**

Can my child bring their own mask from home to wear?

Students are allowed to wear their own masks. Masks can be decorated, but, cannot cause a disruption to the learning environment.

Masks will be provided for students and staff.

Understanding that some students will not be able to wear a mask due to health reasons, plastic face shields will be available.

Masks are required.

Will student's temperatures be taken everyday?

Shelby County Health Department has advised schools that it is not necessary to take student's temperatures every day. The expectation is that parents check their children's temperature before transitioning to school.

What if another student in my child's class test positive for COVID?

We are taking our guidance from the CDC, Tennessee Department of Health and Shelby County Health Department which requires the infected person to identify who had been exposed starting with 48 hours prior to becoming sick until the positive test. Exposed is defined by the health department as being within 3 ft of an infected person, for 15 minutes of accumulated time. Persons exposed are required by the health department to be quarantined until meeting one of the safe return to school options.

How will schools make sure that students are socially distancing in the cafeteria?

Each school has a plan to make sure that students continue social distancing while eating lunch.

Will I still be able to come to the school and eat with my child?

No, visitors will not be allowed in the building outside of required meetings.

How often will students be washing their hands?

Each school has a plan to schedule times for handwashing. In addition, hand sanitizer dispensers will be available for students in the hallways as well as in the classrooms.

What will social distancing look like at my child's school?

School administrators and operations have worked together to design a seating plan for every classroom that provides for the required social distancing as recommended by the CDC, Tennessee Department of Health and Shelby County Health Department.

What will be the procedure for testing student athletes, coaches, students involved in classes or extracurricular activities considered intermediate or high risk for COVID?

Compared with adults, children and adolescents who are infected with SARS-CoV-2 are more commonly asymptomatic (never develop symptoms) or have mild, non-specific symptoms (e.g. headache, sore throat). Similar to adults with SARS-CoV-2 infections, children and adolescents can spread SARS-CoV-2 to others when they do not have symptoms or have mild, non-specific symptoms and thus might not know that they are infected and infectious.

Millington Municipal Schools will follow the following COVID sport classifications.

Sport classification

- Low transmission risk: bowling, golf, swimming, tennis, track and field.
- Intermediate transmission risk: baseball, cross country.
- High transmission risk: basketball, football, soccer, volleyball, wrestling, cheerleading

The following classes/activities offered by Millington Municipal Schools have the following classification

- Intermediate transmission risk: ROTC, self contained special education classes
- High transmission risk: choir, band

Following CDC Guidelines Millington Municipal Schools will provide COVID testing each week for students who are in the high transmission risk category. Testing will be contingent on parent permission.

Following CDC Guidelines Millington Municipal Schools will provide COVID testing each week for students who are in the intermediate transmission risk category **if Shelby County Health Department declares moderate, substantial, or high transmission rate.** Testing will be contingent on parent permission.

How do I sign my student up for COVID testing?

Parents complete the following form

Does my student who is vaccinated have to quarantine if they have been exposed to COVID?

A vaccinated student can continue to attend school with the following procedures.

Vaccinated Person Identified as Close Contact

- Vaccinated person gets tested 3-5 days after their exposure even if asymptomatic, without symptoms
- Vaccinated person wears mask indoors and in public for 14 days following exposure or until test results received that are negative
- If they test positive, they will isolate
- Vaccinated person can attend school or while awaiting results if asymptomatic, without symptoms
- If a COVID test is not obtained by day 5, will be excluded from school until quarantine time is complete

Vaccinated Person Identified as Household Contact

- Fully vaccinated household contacts who cannot separate from the case in the home gets tested 3-5 days after initial exposure to the case even if asymptomatic, no symptoms
- Fully vaccinated household contact who cannot separate from the case in the home also gets tested after the end of the case's isolation (after 10 days) even if asymptomatic, no symptoms
- Vaccinated person can attend school while awaiting results if asymptomatic, no symptoms
- If COVID testing is not complete by day 5 and after day 10, will be excluded from school

All COVID testing can be conducted at the school where the student attends with signed parent permission.

| | TO BE | COMPLE | TED BY PA | RENT | or GUAR | DIAN | | | |
|--|---|--|--|--|--|--|--|--|---------------------------|
| | | Parent | t/Guardian | Inforn | nation | | | | |
| Pleas | | = | ould like to be | - | _ | - | circling | | |
| Parent/Guardian | one of | the following | ng: Phone | Text | Message | E-mail | | | |
| Print Name: | | | | | | | | | |
| Parent/Guardian Cell/Mobile #: | | | | | | | | | |
| Parent/Guardian Email Address: | | | | | | | | | |
| | | St | tudent Infor | matic | n | | | | |
| Student Print Name: | | | | | | | | | |
| Street Address: | | | | | City: | | | | State: |
| Zip Code: | | | | | County: | | | | |
| School: | | | | | | | Grade Level: | | |
| Date of Birth: (MM/DD/YYYY) | | | | | | | Age: | | |
| Race/Ethnicity: | Asian Hispanic Native American/Indigenous Gender Black White Unknown | | | | Gender: | ☐ Male ☐ Fema | | | |
| | | | CONSE | NT | | | | | |
| By signing below, I attest that: [| 903 | | | | | | | | |
| A. I authorize the school s B. I acknowledge that a point C. I understand the school treatment by my stude appropriate action with treatment from my stu D. I understand that, as w test result. | ositive test I system is nt's medic n regards to dent's med | t result is a s not acting al provider o my stude dical provid | n indicatior g as my stud r, and I assuent's test res der if I have | that lent's me co sults. I quest | my studen medical pro mplete and agree I wil ions or cor | t must so ovider, t d full res ll seek m ncerns, o | elf-isolate. his testing ponsibility ledical adv or if their c | does not to take ice, care a ondition w | replace nd vorsens. |
| I, the undersigned, have been informed about the test purpose, procedures, possible benefits and risks, and I have received a copy of this Informed Consent. I have been given the opportunity to ask questions before I sign, and I have been told that I can ask additional questions at any time. I voluntarily agree to this testing for COVID-19. This permission will be for the 2021-22 school year unless parent/guardian contacts the district to cancel permission for testing. Signature of Parent/ Guardian: Date: | | | | | | | | | |
| | | | | | | | | | |
| Signature of Student: | | | | | | | | Date: | |

If my child test positive for COVID how many days must my child be out of school?

Students or staff who test positive for COVID must be isolated for at least 10 days. After 10 days of isolation if the student or staff has been fever free for 24 hours, they may return to school on day 11.

If my child has been identified as a close contact how many days must by child be out of school?

There are two options for the safe return to school.

- 1. The individual quarantined for 10 days without testing and;
 - has not had symptoms, and without fever for 24 hours (without taking medicine)
 - Can return day 11 or;
- 2. The individual quarantined for 7 days
 - has evidence of negative PCR test collected at least 5 days after exposure
 - has had no symptoms and without fever for 24 hours (without taking medicine)
 - Can return day 8

 Call Millington Schools Family Resource Center (901) 873-5924 to schedule PCR test

If my child has been identified as a household close contact how many days must my child be out of school?

There are three options for the safe return to school.

- The individual quarantined for a minimum of 24 days due to continued exposure to a household member who has symptoms and a confirmed case of COVID-19.
 The household contact remained symptom free and without fever for 24 hours (without taking medicine)
 - Can return day 25 or;
- 2. The individual quarantined for 17 days;
 - remained symptom free and without fever for 24 hours (without medicine)
 - has evidence of a negative PCR test that was collected at least 5 days after exposure.
 Call Millington Schools Family Resource Center (901) 873-5924 to schedule PCR test
 - Can return day 18 or;
- 3. A case is able to isolate within the home and household contact has NO close contact with the case including:
 - Never in the same room as positive case
 - Not sharing plates, cups, dishes or phones
 - Not sharing bathroom or daily cleaning of bathroom
 - Has evidence of a negative PCR test that was collected at least 5 days after exposure.
 Call Millington Schools Family Resource Center (901) 873-5924 to schedule PCR test
 - Can return day 8 after last contact if the contact does not have symptoms.

How do I show that my child has met one of the options for a safe return to school? The following form will be filled out by parent and returned to school with the child.

Returning to School after Quarantine

Students may return to school if the answer to ANY of the following questions is YES:

Parent/Guardian, please initial the correct statement.

| Non-House | hold Contact |
|--------------|--|
| | The individual quarantined for 10 days without testing and; has not had symptoms, and without fever for 24 hours (without taking medicine) Can return day 11 |
| | The individual quarantined for 7 days |
| | has evidence of negative PCR test collected at least 5 days after exposure |
| | has had no symptoms and without fever for 24 hours (without taking medicine) |
| | Negative PCR test confirmed, and form signed by School Nurse |
| Call Milling | ton Schools Family Resource Center (901) 873-5924 to schedule PCR test Can return Day 8 |
| Household | Contact |
| | The individual quarantined for a minimum of 24 days due to continued exposure to a household confirmed case of COVID-19 who had symptoms while the household contact remained symptom free and without fever. • Can return day 25 or; |
| | The individual quarantined for 17 days; |
| | remained symptom free and without fever for 24 hours (without medicine) |
| | has evidence of a negative PCR test that was collected at least 5 days after exposure. |
| | Negative PCR test confirmed, and form signed by School Nurse |
| Call Milling | ton Schools Family Resource Center (901) 873-5924 to schedule PCR test |
| | Can return day 18 or; |

| The positive case isolated within the home and NO close contact with the case including: Never in the same room as positive case Not sharing plates, cups, dishes or pho Not sharing bathroom or daily cleaning Can return day 11 after last contact if symptoms has evidence of negative PCR test collections | se nes g of bathroom the contact does not have |
|---|---|
| Negative PCR test confirmed, and form signed Nurse | by School |
| Call Millington Schools Family Resource Center (901) 873-592 | 4 to schedule PCR test |
| Name of Student | |
| Date Quarantine Started: | |
| Date Back to School: | |
| Signature of Parent/Guardian | Date |
| Signature of School Nurse | Date |
| Signature of Administrator Accepting Form | Date |