

# Memphis ISD

## Covid-19 Return to School Guidelines

### 2020-2021

Memphis ISD teachers, staff, and administration are ready to welcome students back to school on August 20th. We have been and continue to monitor the spread of COVID-19. The health and safety of our students and staff is of the utmost importance. We want our students to be able to return to learning on campus with high-quality instruction and a great school experience. With that in mind, the goal of MISD is to begin and continue through the year with an in-person learning environment with a focus on the health, safety, and well-being of our students, staff, and community.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, current science suggests there are many steps we can take to significantly reduce the risk to students, teachers, staff, and families. The MISD administration continues to receive guidance from our local and state health authorities, the TEA Commissioner of Education, other superintendents from around the state, and our local school board to ensure we are providing the safest environment possible. The district will comply with applicable state and federal employment and disability laws, workplace safety standards, and accessibility standards to address individual needs.

The situation with COVID-19 is continuously changing, as are protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. We will do our best to provide the most consistent learning environment for our students. As adjustments may be necessary throughout the year, it will be our priority to keep the community informed of those changes.

#### **Communication**

The Memphis ISD communication team regarding all COVID-19 related issues will consist of the following personnel. If you have any questions or concerns, please direct them to our designated team.

Superintendent	William Alexander
Director of Curriculum & Instruction	Leigh Ann Hawthorne
Federal Programs Director	Victoria Davis
Memphis High School Principal	Dick Hutcherson
Memphis Middle School Principal	Wes Hardin
Austin Elementary Principal	Trina Hardin
Travis Elementary Principal	Carla Murphy
MISD Technology Director	Jennifer Lindsey
MISD Technology Specialist	Kitsy Pepper
MISD School Nurse	Kelli Maddox

#### **Instructional Delivery Format**

MISD will be implementing instructional practices that provide consistency across learning environments and ensure the safety of students and staff. We are committed to ensuring that all students have an equitable experience and access to high-quality instruction.

Families will be given the option to choose in-person or remote/online learning. Families who choose remote learning must complete the required form and file it with their student's principal. Students may change from on-campus instruction to remote learning (and vice versa) at the end of a grading period.

**NOTE:** Changing options frequently may have a negative impact on a student's academic success.

Remote learning for the 2020-2021 school year will look very different than it did last Spring. Students who choose remote learning will be held accountable to all daily attendance, grade reporting, and discipline standards as students participating in-person. Students will be required to be active in online learning each day (they cannot wait until the end of the week to complete their work) to receive credit for attendance. The state's 90% attendance rule will remain effective for the entire year whether a student attends in-person or remote. If a student chooses remote learning, he/she will not be allowed to participate in extracurricular activities.

Whether your student participates in-person or remotely, teachers will assign daily work and formative assessments using the state adopted TEKS aligned curriculum and supplemental materials such as pre-recorded videos, online platforms such as AR, iStation, Google Classroom, live stream interactive classes, video conference calls, scheduled online tests, etc. and will provide guided support to students at a predetermined time via either phone calls, video conference calls, or any other method deemed effective by the teacher. For students in special education or 504, all accommodations will be followed regardless of the learning environment chosen.

Should a discipline issue arise during remote learning, the school reserves the right to hold the student accountable by revoking the privilege of using the school-issued device. If the student is a transfer, the school reserves the right to deny the student's transfer.

### **PREVENTION: Practices to Prevent the Virus from Entering the School**

#### **Protocols for Screening and Isolation**

All students and staff will be screened for COVID-19 symptoms regularly, and individuals who present with symptoms will be separated and sent home.

#### **Screening Protocols**

- Staff will be required to self-screen for COVID-19 symptoms before reporting to work each day.
- Parents will conduct routine screening of their children prior to school arrival observing for the following symptoms:
  - Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
  - Sore throat
  - New uncontrolled cough that causes difficulty breathing (or, for students/staff with a chronic allergic/asthmatic cough, a change in their cough from baseline)
  - Diarrhea, vomiting, or abdominal pain
  - New onset of severe headache, especially with a fever
  - Known close contact with a person who is lab-confirmed to have COVID-19
- School employees will screen students daily by taking their temperature prior to access to school facilities or transportation.
- Teachers will monitor students and refer to the nurse if symptoms are present.

- Any staff/students who have been in close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, must remain off campus until the 14-day incubation period has passed.
- Any staff/students who have a household member who is awaiting COVID-19 test results, or who is awaiting their own test results, must remain off campus until test results are received.
- Any staff/students who have traveled internationally or have been on a cruise in the past 14 days must follow current CDC self-quarantine recommendations.
- Students who have the above symptoms will move to remote learning until the conditions in the “Return to School” section are met.
- Schools will limit parents and other adult visits to the campuses to visitors who are essential to school operations.
- To ensure the safety of our students, parents and visitors will no longer be allowed in the cafeteria during breakfast or lunch. We also ask that you avoid gathering in large groups when dropping off or picking up your student.
- All essential visitors who enter the building will be required to complete a screening form before entrance will be allowed and wear a mask. Individuals who proceed beyond the reception area will follow specific guidelines for visitors.
- If a parent needs to pick up a student early for any reason, please ring the bell and the office staff will assist you as necessary. They will not be admitted into the building.
- For lunches being delivered, you can ring the bell and leave the lunch on the table provided outside the front door.

## **Isolation Protocols**

### ***Student or Staff Displaying COVID-19 Symptoms***

- If a student has a temperature of 100° or higher or displays symptoms mentioned above, the student will be sent home.
- Students/staff who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student’s parent/guardian.
- Other students will be removed from the classroom or area and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom/area can be disinfected.
- District communication will be provided to the parents of students and staff who come in contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.

### **Return to School Protocols for Close Contact**

If a staff member or student has been determined to have been in close contact (see definition at the end of this document) with a person who has tested positive for COVID-19, he/she must quarantine for 14 days, which is the protocol as outlined by the CDC.

COVID-19 testing for close contacts is not necessary, as negative test results can occur at any time while the virus is incubating.

## **Return to School Protocols for Lab-Confirmed COVID or Symptomatic**

Any teacher, staff member, or student who experiences any of the symptoms of COVID-19 (listed on page 1), or are lab-confirmed to have COVID-19 should self-isolate until the below conditions have been met.

- Meets all three of the following conditions for return to school:
  - ☐ 24 hours with no fever (without the use of fever-reducing medication)
  - ☐ Symptoms have improved AND
  - ☐ 10 days have passed since the symptoms first appeared

OR:

- Obtain an acute infection test at an approved testing location that comes back negative for COVID-19

OR:

- A doctor's note indicating an alternate diagnosis or a letter of good health from a physician.

## **RESPOND: Practices to Respond to a Lab-Confirmed Case in the School**

If an individual who has been in a school is lab-confirmed to have COVID-19, the district will follow applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). The district will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the proper disinfection has taken place unless more than 3 days have already passed since that person was on campus. The district will then notify all teachers, staff, and families of all students in the specific school if a lab-confirmed case is identified (The student's or staff member's name will **NOT** be released.)

If the need arises, the school will close for a period of time in order to sanitize and disinfect properly. During this time, all students will continue instruction through virtual methods to ensure that the delivery of effective instruction continues seamlessly. Parents will be notified of the length of closure deemed necessary by the administration. If a parent wishes to quarantine their student due to possible exposure, that will be allowed; however, once the student has notified the school of self-quarantining, that placement will be in effect for a 2 week period.

See Memphis ISD's **Response Protocol** at the end of this document.

## **MITIGATE: Practices to Mitigate the Likelihood of COVID-19 Spread in the School**

### **Protocols for Face Coverings**

For the purposes of this document, face coverings include non-medical grade disposable face masks, gaiters, cloth face coverings (over the nose and mouth--no bandanas, strips of cut cloth or masks with

inappropriate or political words or phrases, gang affiliation, or drug/alcohol advertisements), or full-face shields to protect eyes, nose, and mouth. The use of face coverings for students, staff, and visitors will be determined by the rate of community transmission of COVID-19 and the health recommendations associated with each level. The District will rely on guidance from the Department of State Health Services (DSHS), Center for Disease and Control and Prevention (CDC) and Childress Regional Medical Center, as well as any executive orders or directives from Governor Greg Abbott, to determine the community transmission level and use of face coverings. The District will develop a process to alert students, parents, and staff of the Response Protocol level and when face coverings must be worn. Students' individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted to the campus principal.

Adults will wear masks or shields as mandated by state and local officials when physical distancing is not possible.

Students will need to provide their own personal facemasks. Students may remove their masks once they are in the classroom, but staff can require students to continue to wear them in situations in which physical distancing will not be achieved. Students will need to wear a mask when they enter the building and as they transition through the halls. In compliance with the governor's executive order, masks will not be required of students younger than 4th grade or students who have a medical exemption or if it is not developmentally appropriate for the student.

Visitors entering the building will be required to wear face coverings when mandated by state and local officials. Visitors and staff will be expected to maintain physical distancing.

It may be impractical for students to wear face coverings while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear face coverings during those activities, the district will require students, teachers, staff, and visitors to wear face coverings when entering and exiting facilities and practice areas and when not actively engaging in those activities.

### **Protocols for Disinfecting and Hand Sanitizing**

Frequent disinfection and hand sanitization will promote a healthy learning and work environment for students and staff.

- Alcohol-based hand sanitizer will be available at the main entrance/exit to each campus, in classrooms, in the cafeteria and in common areas throughout the campuses.
- Instruction will be provided to students on the first day of on-campus instruction on appropriate hygiene practices.
- Staff will be expected to regularly wash or sanitize their hands.
- Students will be encouraged to sanitize their hands as they enter each classroom and upon return from outdoors, before eating, following restroom breaks.
- Students, teachers, staff, and campus visitors will be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues will be thrown into the trash. Hands should be washed/sanitized immediately.
- Staff will limit the use of shared supplies when possible.
- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected frequently throughout the day.
- The cafeterias will be disinfected between groups of students.

### **Additional Cleaning Measure for Covid-19 Positive Cases on Campus**

- If a classroom or facility is closed due to COVID-19 spread, disinfectant will be used to fog and disinfect all surfaces.
- Custodial staff will fog and disinfect classrooms, restrooms, weight room, and all additional areas in school facilities.

### **Work and Learning Environments**

#### **Classroom Configuration**

- Group or pair work can be implemented while maintaining physical distancing.
- When possible, technology can be utilized when the use of manipulatives is needed. Teachers will consider assigning cohorts of students specific manipulatives in order to reduce the possibility of exposure or consider creating individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.
- The use of outdoor space for learning will be considered when possible.
- Desks or tables will be socially distanced as much as instructionally possible.
- Recommended procedures will be applied to all classroom settings, including special education service locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.
- PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed.

#### **Restrooms**

- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- Each campus will comply with health agency recommendations and social distancing.

#### **Water Fountains**

- No use of water fountains. Students are encouraged to bring their own water bottle daily. Refilling stations will be available.

#### **Arrival & Dismissal**

- Entry doors will be designated at Memphis High School. Entry protocols will be established at the other campuses to maintain physical distance when possible.
- Students will go directly to the first-period class, homeroom, or designated location upon arrival.
- Parents may not accompany students into the building except on the first day of school. Parents of PreK through Kindergarten students may continue to walk their student to class until August 28.
- Early student arrivals are strongly discouraged.
- Dismissal protocols will be utilized to maintain physical distance when possible.

#### **Breakfast/Lunch**

- Breakfast will be served in the classroom at all campuses.
- Lunch will be served in the cafeterias with physical distancing utilized.

- Middle School and High School students are still allowed to leave for lunch, but are encouraged to maintain social distancing during lunch breaks.
- Meals will be served on disposable food service items.
- Meals may be brought from home. Parents are encouraged to send lunch with the child in the morning rather than bringing it later. However, if a lunch needs to be dropped off the parent will ring the bell and leave the lunch on a table outside the school.

### **Recess**

- Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.

### **Athletics**

- Athletic practices and contests will be conducted following safety protocol provided by guidance from Memphis ISD, UIL, and TEA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis.
- Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.
- Bus travel will follow transportation guidelines provided by Memphis ISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines. Ticketing for events may be utilized to control the capacity of facilities.

### **On-Campus Activities**

- In-person assemblies will be determined by the rate of community transmission of COVID-19 and the health recommendations associated at the time.
- Pep rallies will be determined by the rate of community transmission of COVID-19 and the health recommendations associated at the time.
- Class parties will be determined by the rate of community transmission of COVID-19 and the health recommendations associated at the time.
- School-wide events may be live-streamed and/or occur virtually when possible.

### **Social-Emotional Well-Being of Students and Staff**

- MISD counselors will utilize videos and resources for parents and teachers. The counselors will work with students individually or in small groups to address any well-being needs.

### **Close Contact**

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. For clarity, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

if either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

# COVID-19 STANDARD RESPONSE PROTOCOL

## STAGE

# 1

### Prevention

**No confirmed cases of COVID-19 among staff or students.**

- Health prevention measures are in place.
- Daily intensive cleaning and frequent cleaning of common areas.
- Limited visitor access.
- Monitoring virus trends in the community via health departments.

## STAGE

# 2

### Mitigation

**One or more confirmed cases of COVID-19 at one facility.**

- Persons who came within close contact of an individual with a confirmed case of COVID-19 will be personally contacted by health experts and advised to self-quarantine for 14 days.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill.
- No visitors on campus.
- Communication to all persons at the campus.

## STAGE

# 3

### Modified Operations

**Three or more confirmed cases of COVID-19 in one specific area (ex. classroom).**

- Students and staff of that area will be advised to self-quarantine for 14 days.
- Students impacted will move to remote learning.
- Affected area is closed for deep cleaning.
- No visitors on campus.
- Self-health monitoring, prevention information and stay home if ill reminders sent to all persons at the campus.

## STAGE

# 4

### Facility Closure

**COVID-19 cases exceed 10% of facility occupancy.**

- Entire facility will be closed for a minimum of one day.
- All students and staff at this campus may return if symptom free upon determination by the school district and health authorities.
- Those in close contact with the confirmed COVID-19 positive persons will be asked to self-quarantine for 14 days per CDC guidelines.
- District-wide communication to staff/parents with health monitoring guidance.

## STAGE

# 5

### District Closure

**COVID-19 cases exceed 10% of occupancy in all facilities.**

- ALL MISD facilities will be closed for a minimum of 5 days.
- Students and staff impacted will move to remote learning and work.
- Disinfection of all facilities and school buses.
- All auxiliary areas such as playgrounds and athletic fields are closed.
- Extracurricular activities are canceled.