

This document requires Board approval, but is posted to provide information in regards to responding to COVID-19 on campuses and in district facilities.

Updated 9/8/2020

Screening Protocols

Screening for COVID-19 Before Campus Access

- Teachers and staff must self-screen for COVID-19 symptoms before coming onto campus each day. Symptoms are listed below. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus until the 14-day incubation period has passed.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.
- Visitors are restricted to essential business only such as scheduled appointments, illness of child, or family emergencies. ARD's, 504 meetings, and parent conferences are encouraged to be held virtually. If a meeting or conference can only be held in person, social distancing and mask guidelines are to be followed with minimal in person participants. Some participants may participate remotely.
- MVISD staff members that are visiting another campus or department must follow the same protocols as a visitor. **(Added 9/24/20)**

Before essential visitors are allowed onto campuses, they must be screened to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, all visitors must be screened to determine if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed. The screening process for all visitors will also include temperature checks.

COVID-19 Symptoms

Any of the following symptoms indicate a possible COVID-19 infection:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Isolation Protocols

Identifying Possible COVID-19 Cases on Campus

- A teacher or staff member must immediately notify the campus nurse of any student who shows COVID-19 symptoms while at school. The campus nurse will assess the student and determine if the student will need to be picked up by a parent or guardian. The campus nurse's assessment will include a temperature check to determine if the student is symptomatic for COVID-19.
- Students who report feeling sick and/or feverish should be given access to the campus nurse. The campus nurse will assess the student and determine if the student will need to be picked up by a parent or guardian. The campus nurse's assessment will include a temperature check to determine if the student is symptomatic for COVID-19.
- Teachers and staff members who report feeling sick and/or feverish should report to the campus nurse for an assessment. The campus nurse will assess the staff member and determine if the staff member shows COVID-19 symptoms. The campus nurse's assessment will include a temperature check to determine if the staff member is symptomatic for COVID-19.

Close Contact

This document refers to "close contact" with an individual who is lab-confirmed to have COVID-19. Close contact is defined as:

1. being directly exposed to infectious secretions (e.g., being coughed); or
2. being within 6 feet for a largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close

contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination. **(Updated 9/24/20)**

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

Return to Work/School Protocols

Individuals Confirmed or Suspected with COVID-19

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine if any of the below conditions for campus re-entry have been met:

Employee/Student with Positive Test

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when the following criteria are met:

1. At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
2. the individual has improvement in symptoms (e.g., cough, shortness of breath);
3. at least ten days have passed since symptoms first appeared; and
4. the employee/student has obtained a negative COVID-19 test.

Employee/Student with Symptoms and No Test

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may return to school when the following criteria are met:

1. At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
3. at least ten days have passed since symptoms first appeared; and
4. the employee/student has obtained a negative COVID-19 test.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive confirmation that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

Employee/Student Reporting Someone at Home With Symptoms or Tests Positive

In the case of an individual who reports someone at home has symptoms or someone at home has

tested positive should consider themselves as having close or prolonged exposure. The individual may return to school/work when the following criteria are met:

1. The individual has self-quarantined for a period of 14 days;
2. remained symptom free;
3. and have not tested positive for COVID-19.

*Employee/Student with Close or Prolonged Exposure While On a Campus
(Tested Positive or Has Symptoms)*

The school will identify any individuals who had close or prolonged contact with the affected participant. This may include the entire class (students, teachers, and staff) and potentially other students, teachers and staff (if multiple teachers work regularly with the student or staff member). Based on the level of interaction, individuals may be advised to self-quarantine for a period of 14 days. If so, they may return after the 14 days if they remain symptom free and have not tested positive for COVID-19. Negative test results are not required for return. If a teacher or staff member worked with multiple classes, determinations regarding self quarantine will be made on a case-by-case basis after consultation with the Medina County Health Unit.

[Student COVID Process Map](#)

[Staff/Workplace COVID Process Map](#)

Responding to a Lab-Confirmed Case in the School

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the school will notify its local health department, in accordance with 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).
2. Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, a central office administrator must notify all teachers, staff, and families of all students enrolled at the campus if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.
4. Upon receipt of information that any teacher, staff member, student, or visitor at a school is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services via an online form. The report must be submitted each Monday for the prior seven days (Monday-Sunday). **(Added 9/24/20)**

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

- Custodial staff will be trained in proper cleaning and sanitation techniques of high touch surfaces and areas with specialized equipment.

Cleaning Protocol

Regular cleaning practices have been enhanced, including service and routine cleaning and disinfecting of work surfaces, and areas in the work environment, including restrooms, break rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in areas with high-touch surfaces, such as door knobs and handles, classroom furniture, handrails, light switches, vending machines and elevators. In accordance with CDC guidance, water fountains are discouraged from being used. MVISD custodians will also clean public spaces such as building lobbies and restrooms on an hourly basis, and more frequently if deemed necessary.

- Service cleaning is performed before and during the hours of the instruction day. Service cleaning includes hourly cleaning and disinfecting of all student and staff restrooms, cleaning and disinfecting of high surface areas, monitoring and maintaining services to athletics, fine arts and other programs that require services after every use, sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building-based tasks.
- Routine cleaning is performed after hours on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, sweeping and mopping of all floors, sanitizing of cafeteria tables, emptying trash and other building-based tasks.

Routine high touch cleaning:

- Restroom stalls and dispensers
 - Cafeteria tables
 - Toilets, sinks and faucets
 - Food preparation surfaces
 - Drinking fountains
 - Door handles and knobs (including exterior doors)
 - Elevator buttons
 - Handrails
 - Recreation equipment
 - Vending machines
 - Countertops
 - Light switches
 - Copier, printer and fax control buttons
 - Front desk and lobby surfaces
- Supplemental Cleaning is performed by regular custodial staff to help perform service cleaning. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces during the day, specifically for the purpose of preventing spread of disease and to allow custodial staff time to service vacant classrooms or perform other custodial duties.

- Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment. Receptionists and secretaries may be required to clean high touch surface areas in their areas after every use.

Personal area cleaning:

- Desks
 - Computer keyboards and mouse
 - Phones
 - Chair arms
 - Remote controls
 - Cabinet and file drawer handles
 - Microwave, refrigerator, appliances
 - Coffee machines
- Emergency cleaning is performed by the custodial team on an emergency basis, in response to a particular, identified incidence of disease.

Health and Hygiene Practice

Student Restrooms

For all multi-person restrooms, students will be asked to practice social distancing to and from the restroom as well as all sanitizing and disinfecting strategies for individual safety (handwashing). Posters on how to wash hands properly will be posted in all student restrooms in English and in Spanish.

- Model, practice, and monitor handwashing, particularly for lower grade levels.
- Develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Have students wash hands at staggered intervals to minimize congregation around handwashing and hand sanitizer stations.

Employee Restrooms

All multi-person adult restrooms will be restricted to one person at a time or a 25% maximum capacity, as appropriate. When opening or closing the restroom door, use a paper towel, tissue, disinfectant wipe, or disposable glove. Restrooms will be stocked with liquid hand soap and paper towels.

Protocols for Face Coverings

1. For the purposes of this document, masks include non-medical and medical grade disposable face masks and cloth face coverings (over the nose and mouth). Full-face shields may be used in

place of a mask to protect eyes, nose, and mouth whenever a mask is not feasible or whenever the educational context may benefit from the ability to see an individual's full face.

2. Schools are required to comply with the governor's executive order regarding the wearing of masks.
3. In addition to the executive order, school systems may require the use of masks or face shields for adults or students for whom it is developmentally appropriate.
4. When an individual can properly social distance by maintaining at least six feet from other students, teachers, and staff members, a mask/face covering is not required. As students, teachers and staff members move about or transition from one place to another a mask/face covering is required.
5. It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.
6. Please visit the University Interscholastic League (UIL) website for the most up to date guidelines regarding UIL/Extracurricular activities and mask/face covering requirements.

[UIL Interscholastic League](#)

Cafeteria Protocols

Cafeteria seating will be reconfigured in order to allow appropriate student spacing. Dividers may be used in order to meet seating capacity needs of a campus. Additional lunch periods will be added as needed. Students will use hand sanitizer when entering and exiting the cafeteria and will wear face masks, except when eating. Our lunch periods will be closed to visitors due to limited seating capacity and safety concerns. Breakfast will be a grab-and-go meal that students can carry with them to their classroom if the campus decides it's the best fit for that site. Students may bring lunch to school with them, but no outside food deliveries will be accepted, including a homemade lunch.

(Updated 9/24/20)

Transportation Protocols

Bus transportation will be provided to those students who qualify for transportation. Because of the need to space students apart on buses, parents must register students for bus service.

- Students will be required to wear face coverings at all times while on buses.
- Students will apply hand sanitizer to their hands when entering and exiting the bus.

- Buses will be thoroughly cleaned and disinfected after each trip, particularly high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.
- Efforts will be made to limit seating to one student per seat. However, students may have to sit two per seat on routes with higher ridership.
- Students from the same family will sit together whenever possible to minimize exposure to new contacts.
- Morning routes will have students load from the back of the bus to the front. End-of-day routes will have students load buses in reverse order of how they are dropped off at their bus stop. Students who are dropped off first will sit at the front of the bus, with students who are dropped off last sitting at the back of the bus.
- The bus driver or bus aid must immediately notify the transportation secretary/staff member of any student who shows COVID-19 symptoms while entering or on the bus. The transportation secretary/staff member must then notify the campus nurse. The campus nurse or a campus staff member will meet the child when the bus arrives on campus and escort the student to the nurses office. The campus nurse will assess the student and determine if the student will need to be picked up by a parent or guardian. The campus nurse's assessment will include a temperature check to determine if the student is symptomatic for COVID-19.

For car pick up and drop off, parents will remain in their cars. Walk-up pick-up and drop-off will be limited to those parents who physically walk to campus and those parents who have children that require assistance in buckling or unbuckling themselves in a car seat or booster seat. Walk-up pick-up is only available at elementary campuses and parents may not line up at the school entrance until 3:00 pm.

UIL/Extracurricular Activities

2020-2021 UL Risk Mitigation Guidelines

- Please visit the University Interscholastic League (UIL) website for the most up to date guidelines regarding UIL/Extracurricular activities. [UIL Interscholastic League](#)

Additional Measures for Disease Mitigation

Communal Supplies

- When possible, communal supplies will be eliminated. Shared supplies should be sanitized between use.

Playground Equipment

- All students and staff will be required to use hand sanitizer before entering the playground/courtyard/black top/open gathering areas and upon exiting the playground/courtyard/black top/open gathering areas.
- High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned daily.

Training

- Health Services will provide a mandatory online training for ALL staff on health and safety guidelines. All staff must complete the training prior to the first day of school. The administrative team including the nurse should facilitate this online training and provide an opportunity to review campus-specific information. ALL campus staff are required to participate.
- All trained staff must then provide training to the students on the first day of in-person instruction on appropriate hygiene practices and other mitigation practices to be followed at MVISD.

Water Fountains

- In accordance with CDC guidance, students shall not drink directly from a water fountain. Where available, refillable water stations may be used to refill water bottles. All students are encouraged to bring a refillable water bottle with them on a daily basis. At water fountains that do not contain a refillable station, disposable cups will be provided.