Hardeman County Schools
Health and Safety Protocols
Procedures for all Campuses

The following guidelines will be consistent for all campuses; however, the principal may identify additional procedures that are unique to the specific schools. Information and guidance from health authorities continues to evolve, and we will adjust our planning as needed.

Class Size/Spacing/Social Distancing

- Cohort students/classes to minimize crossover among children and adults within the school. This could involve teachers rotating from room to room instead of the students. Cohorting practices may vary from school to school.
- Arrange all desks facing the same direction toward the front of the classroom with 6 feet or more between them or the maximum amount possible.
- Schools have been asked to survey classrooms in efforts to remove all unnecessary furniture/equipment to increase the available square footage of the rooms.
- Teachers are discouraged from congregating in staff lounge areas and other common areas. Signage may include limiting the maximum capacity within common areas.
- Classroom windows should be open when possible and conditions allow
- Classes on occasion and weather permitting may occur outside to allow for greater social distancing
- Assemblies of more than 50 students at a time are discouraged but allowed with social distancing enforced and face masks are expected
- Large scale assemblies, pep rallies, etc. should be discontinued
- Parents and guests to campuses will be limited but if allowed within the school, they shall adhere to social distancing requirements (ie, COVID-19 screening questions, wearing face covering when in the schools, having one’s temperature checked)
- Students will be encouraged to bring their personal water bottles to be filled at the Water Bottle Filling Stations.

Handwashing and Sanitizing

- Staff must be aware that it is critical to set a good example for the students. Physical Distancing, face coverings and most importantly frequent handwashing are vital in mitigating the transmission of the virus.
- Washing hands with soap and water for 20 seconds is the best way to get rid of germs. When soap and water are not available, hand sanitizers are an acceptable alternative. Hand sanitizers should contain greater than 60% ethyl alcohol content in order to be effective in killing germs.
- Teachers/staff will be provided with approved cleaning and disinfection products for additional disinfecting during the day at their discretion. Gloves should be worn when handling cleaning products. Special considerations should be made for students and/or staff with asthma or other health issues, and should not be present when cleaning and disinfecting is happening, as this can trigger asthma exacerbations.
- Classroom schedules will include designated times for handwashing. Students and staff will be encouraged to utilize hand sanitizer upon entering and exiting classrooms when feasible.
• All classrooms and buildings will undergo a daily systematic cleaning.
• Hand sanitizer and disinfecting wipes brought in by stakeholders are appreciated.
• Areas of the school will be closed for 24 hours if an individual has tested positive for COVID-19 and has inhabited the area. After the 24 hour period, the area(s) will be cleaned and disinfected. The area is then safe for students and staff and will be reopened after disinfecting is complete.

Face Masks

• Teachers, students, and staff are urged to bring their own masks. However, the district will have masks available for any student or employee who does not have their own.
• A cloth or disposable face covering is expected to be worn by all students, staff and visitors while on school property except:
  o When an individual cannot safely wear a cloth or disposable face covering (health concerns, age, physical and emotional/behavioral limitations)
  o While eating and drinking
  o While indoors and maintaining social distancing, at the direction of HCS staff
  o While outdoors and maintain social distancing, at the direction of HCS staff
  o Young students should not wear a face covering while napping
  o Students are allowed to remove their mask for a “mask break” at the teacher’s discretion, but for not longer than 10 minutes.

Movement Operations

• Flow of traffic should be directed in only one direction if possible.
  o If one-way flow is not possible, hallways can be divided with either side following the same direction
• Efforts should be made to try and keep six feet of distance between persons in the hallways
• Facemasks shall be worn when in hallways using restrooms, changing classes, etc.
• Signs and markers may be utilized to remind students to maintain social distancing in hallways, front offices and other common areas.

Transportation

The school bus may be the first place a student is in the morning and the last place at the end of the school day. Therefore, transportation is a crucial part of reopening Hardeman County Schools. Maintaining six feet of distance between students on a bus will be extraordinarily difficult, therefore parents must decide if they want their child to continue to ride the bus or find another option of transportation.

Recommendations:
  o Face masks shall be worn by the bus driver and students to wear during the bus route when social distancing is not possible
  o Drivers and students will be expected to utilize hand sanitizer upon entry and upon exiting the bus.
To the extent possible, windows will be open to increase circulation of air.

**Requirements:**

- Buses will be sanitized daily, paying particular attention to bus seats, steering wheels, knobs and door handles.
- Students will be assigned a seat with siblings seated together, if possible.
- A student that appears ill will be seated on the front seat, door side of the bus.

**School Meals**

- Students/staff shall sanitize hands before and after each meal.
- Cafeterias may continue to be utilized on some campuses if social distancing is feasible. Lunch and breakfast procedures will be unique to specific schools. Parents should expect some combination of grab-and-go meals, shorter lunch periods, and/or lunches consumed in the student’s classroom or outdoors.
- Students may bring their lunches from home if they prefer.
- School meals will be offered to students that choose the virtual option for learning.

**Sharing of Supplies**

- Do not share writing utensils, classroom, and office supplies between students/staff (when possible).
- Place hand hygiene supplies in close proximity to shared equipment (copier, etc.).

**Recess/PE**

- Enforcing physical distancing in an outside playground is difficult and presents a challenge to the teacher. Emphasis should be placed on cohorting students and limiting the size of groups participating in playground time.
- Playground equipment will not be used unless it can be sanitized in between usage.

**Library**

- Library books that have been “checked out” should be isolated for at least 72 hours prior to any other student using the book.

**Field Trips**

- All district field trips for all grade levels are canceled for the first semester.

**Parent Conferences and Meetings**

- Parents may request virtual or phone meetings to discuss any aspect of their child’s education.
- Parents wanting or needing to come to campus for any reason should contact the school office first so that prior arrangements can be made.
Visitors

- HCS will limit nonessential visitor in the schools to comply with CDC guidelines.
- Anyone coming to campus to drop off items and not requiring interaction with school staff may drop off items at a designated area at the building entrance.
- Anyone coming into the school or office area to visit with staff shall wear a mask or face covering and have their temperature checked before entering the building. If temperature is 100.4 or greater, the visitor will be asked to exit the building.

COVID-19 Screening, Reporting, Reentry

Definition of a Contact

A “contact” is any person who has been in close proximity (less than 6 feet) for more than ten minutes with another person. If a person becomes ill (shows symptoms consistent with COVID-19 and/or tests positive), contacts of that person may have to be quarantined based on the following steps described in this procedure.

If a student or employee becomes ill while at school/work or answers YES to any of the screening questions and COVID-19 is suspected:

1. Place a mask on the individual
2. Move the individual to a designated “isolation” room where minimal contact with others is possible but where the individual can still be observed
3. Anyone assisting this individual closely should wear:
   a. Mask
   b. Eye protection
   c. Gloves
   d. Gown
4. Notify individual’s emergency contact to pick them up
5. Clean the area where the individual has been in the building.
6. Parents and staff will be notified of any positive cases in the schools.

When a student/employee that was ill or answered YES to any of the screening questions and COVID-19 was suspected may return to work/school:

The individual may return to work or school when one of the following statements is true. No exceptions will be made:

1. A health care provider has confirmed in writing that the illness was NOT COVID-19 related because of an alternative diagnoses. Other viral illnesses, upper respiratory infections, pneumonia do not exclude COVID-19 and are not adequate to authorize return.
2. The individual had a positive test and isolated for ten days plus 24 hours after having no signs or symptoms. If this happens, then these steps should be taken:
   a. Identify those who have been in close contact (within 6 feet for ten minutes or longer).
      School-specific staff/administration are responsible for this step.
b. Those identified contacts shall quarantine for 14 days from their last exposure to the individual whether they wore a mask or not.
c. Any testing would not change the length of quarantine, so random testing is not recommended, and a negative test is not adequate to authorize return.

**If a positive COVID-19 case is reported (an employee or a student tests positive)**

There are different steps to take dependent on whether the person identified as ill was symptomatic or not. This distinction also impacts the steps needed for staff/students who had contact with that individual.

1. **Contacts of symptomatic individuals:**
   a. Identify any students and/or staff who have been in close contact (within 6 feet for ten minutes or longer) from two days before symptoms began plus 14 days. (School nurse is responsible for this in conjunction with the school staff).
      - These contacts should quarantine for fourteen days from their last exposure to the individual because the incubation period for COVID-19 is thought to be as long as fourteen days. **If, after fourteen days, they have no symptoms, they may return to work/school.**
      - Any testing would not change the length of quarantine, so random testing is not recommended, and a negative test is not adequate to authorize return.

2. **Contacts of individuals that were not symptomatic but tested positive:**
   a. Anyone in “close contact” (within 6 feet for ten minutes or longer) from the date of the positive test plus fourteen days must quarantine.
      - These contacts should quarantine for fourteen days from their last exposure to the individual because the incubation period for COVID-19 is thought to be as long as fourteen days. **If, after fourteen days, they have no symptoms, they may return to work/school.**
      - Any testing would not change the length of quarantine, so random testing is not recommended, and a negative test is not adequate to authorize return.

3. **Individual identified was positive and symptomatic:**
   a. They must quarantine for ten days, starting at the time of onset of symptoms, AND
   b. 24 hours with no fever, AND
   c. Respiratory symptoms are improving

4. **Individual identified was positive but did not have symptoms:**
   a. They must quarantine for ten days from the time of test
   b. If after ten days they continue to not have symptoms, they can return.

5. **Individuals who share a home with someone who has tested positive:**
   a. Household contacts must be quarantined for 14 days after the positive case has completed their (minimum) 10-day isolation period (whether the case is symptomatic or not). 10 days + 14 days = 24 days quarantined.
   b. If a household contact develops symptoms of COVID-19, they become a case and they should begin isolation as a case and consider getting tested.
A household contact is an individual who shares any living spaces with a case. This includes bedrooms, bathrooms, living rooms, kitchens, etc.

**Student and Employee Daily Screening**

Parents/Guardians will be required to answer the six questions below about their students prior to leaving home each day; employees will be required to answer the same six questions about themselves prior to starting work each day:

1. Have you been in close contact with a confirmed case of COVID-19?
2. Have you had an unusual cough or shortness of breath?
3. Have you had a sore throat or other flu-like symptoms?
4. Have you had a fever of 100.4°F or greater in the past 72 hours?
5. Have you had a loss of taste or smell?
6. Have you had vomiting or diarrhea in the past 24 hours?

If the answer is **No** to all questions: No action is required

If the answer is **YES** to **ANY** questions: student/employee is to stay home.

If the student/staff becomes ill while at school, the above [COVID-19 Screening, Reporting, Reentry](#) procedure will be followed.

**Temperature Checks**

Parents are encouraged to be an active participant by screening their children and checking their temperatures at home prior to coming to school. If temperature is 100.4°F or greater, the student should not report to school.

Daily temperature checks will occur at school for students as well. If temperature is 100.4°F or greater, the student will be sent home.

Hardeman County School employees will engage in daily temperature checks and self-screening protocol. If the employee has a temperature of 100.4°F or greater, the employee will return home.

**Contact Tracing**

Contact tracing is used to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people with whom they came in contact (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.

Contact tracing for COVID-19 involves:

1. Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious. Close contact is defined as being in contact with a person for 10 minutes or more and being within 6 feet of the person, with or without a mask.
2. Notifying contacts of their potential exposure
3. Monitoring contacts for signs and symptoms of COVID-19
To prevent the further spread of disease, people who had contact with someone with COVID-19 are expected to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Household contacts must be quarantined for 14 days after the positive family member has completed their (minimum) 10-day isolation period (whether the case is symptomatic or not). Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19. If symptoms arise, contacts should consider being tested and notify their medical provider for guidance on the next steps to take.
Hardeman County Schools

The 6 screening questions for COVID-19

1. Have you been in close contact with a person with a confirmed diagnosis of COVID-19?
2. Have you had an unusual cough or shortness of breath?
3. Have you had a sore throat or other flu-like symptoms?
4. Have you had a fever of 100.4 degrees or greater in the past 72 hours?
5. Have you had a loss of taste or smell?
6. Have you had vomiting or diarrhea in the past 24 hours?

If you answered yes to any of these questions, please see the school nurse or administrator. Adults who answered yes should return home.
Action Plan: Response to COVID-19 in Your School

Staff must be aware of the signs and symptoms of COVID-19 and must understand the actions necessary when someone in the building is exhibiting signs and symptoms.

School Nurses (or designated personnel) must have an identified area in which to separate or isolate students or staff who exhibit signs or symptoms of COVID-19.

Most common signs and symptoms
- Temperature greater than or equal to 100.4°F
- Cough
- Shortness of breath

Other Possible Signs and Symptoms
- Diarrhea
- Abdominal pain (especially in children)
- Malaise (generalized feeling of illness)
- Fatigue
- Rash
- A new loss of taste or smell

COVID-19 Screening, Reporting, Reentry

Definition of a Contact
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If a student or employee becomes ill while at school/work or answers YES to any of the screening questions and COVID-19 is suspected:

7. Place a mask on the individual
8. Move the individual to a designated “isolation” room where minimal contact with others is possible but where the individual can still be observed
9. Anyone assisting this individual closely should wear:
   a. Mask
   b. Eye protection
   c. Gloves
   d. Gown
10. Notify individual’s parent/emergency contact to pick them up
11. Notify Lisa Raines, RN of ill individual so communication with the local health authorities may be initiated.
12. Clean the area where the individual has been in the building (Notify Lisa Raines, RN for assistance with cleaning and disinfecting).
13. Communicate to parents/staff when a confirmed positive case has been identified and has been in the school building and that all the recommended precautions are being taken.

When a student/employee that was ill or answered YES to any of the screening questions and COVID-19 was suspected may return to work/school:

The individual may return to work or school when one of the three following statements is true. No exceptions will be made:

3. A health care provider has confirmed in writing that the illness was NOT COVID-19 related because of an alternative diagnoses. Other viral illnesses, upper respiratory infections, pneumonia do not exclude COVID-19 and are not adequate to authorize return.
4. The individual had a positive test and isolated for ten days plus 24 hours after having no signs or symptoms. If this happens, then these steps should be takes:
   a. Identify those who have been in close contact (within 6 feet for ten minutes or longer). School-specific staff/administration are responsible for this step.
   b. Those identified contacts shall quarantine for 14 days from their last exposure to the individual whether they wore a mask or not. Household contacts must be quarantined for 14 days after the case has completed their minimum 10 day isolation period.
   c. Any testing would not change the length of quarantine, so random testing is not recommended, and a negative test is not adequate to authorize return.

If a positive COVID-19 case is reported (an employee or a student tests positive)

There are different steps to take dependent on whether the person identified as ill was symptomatic or not. This distinction also impacts the steps needed for staff/students who had contact with that individual.

6. Contacts of symptomatic individuals:
   a. Identify any students and/or staff who have been in close contact (within 6 feet for ten minutes or longer) from two days before symptoms began plus 14 days. (School nurse is responsible for this in conjunction with the school staff).
   d. These contacts should quarantine for fourteen days from their last exposure to the individual because the incubation period for COVID-19 is thought to be as long as fourteen days. If, after fourteen days, they have no symptoms, they may return to work/school. Household contacts must be quarantined for 14 days after the case has completed their minimum 10 day isolation period. (24 days total)
      • Any testing would not change the length of quarantine, so random testing is not recommended, and a negative test is not adequate to authorize return.

7. Contacts of individuals that were not symptomatic but tested positive:
   a. Anyone in “close contact” (within 6 feet for ten minutes or longer) from the date of the positive test plus fourteen days must quarantine.
   e. These contacts should quarantine for fourteen days from their last exposure to the individual because the incubation period for COVID-19 is thought to be as long as fourteen days. If, after fourteen days, they have no symptoms, they may return to work/school.
work/school. Household contacts must be quarantined for 14 days after the case has completed their minimum 10 day isolation period. (24 days total)

- Any testing would not change the length of quarantine, so random testing is not recommended, and a negative test is not adequate to authorize return.

8. **Individual identified was positive and symptomatic:**
   a. They must quarantine for ten days, starting at the time of onset of symptoms,
   b. 24 hours with no fever, **AND**
   c. Respiratory symptoms are improving

9. **Individual identified was positive but did not have symptoms:**
   a. They must quarantine for ten days from the time of test
   b. If after ten days they continue to not have symptoms, they can return.

10. **Individuals who share a home with someone who has tested positive.**
    a. Household contacts must be quarantined for 14 days after the positive case has completed their (minimum) 10-day isolation period (whether the case is symptomatic or not). 10 days + 14 days = 24 days quarantined.
    b. If a household contact develops symptoms of COVID-19, they become a case and they should begin isolation as a case and consider being tested.
RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE

V6 – August 14, 2020

CATEGORIES

CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 24 hours. Some severely ill patients will need to be isolated for at least 20 days.

Asymptomatic cases must be isolated for 10 days after their specimen collection date.

Notes:
- Lingering cough should not prevent a case from being released from isolation.
- If a follow-up PCR test is positive, cases do not need to re-enter isolation as long as they have completed the minimum 10-day isolation and have symptom resolution for a minimum of 24 hours.
- If a case has been released from isolation and symptoms return, individuals do not need to re-enter isolation as long as they have completed the minimum 10-day isolation and have symptom resolution for a minimum of 24 hours.

HOUSEHOLD CONTACTS*

Must be quarantined for 14 days after the case has completed their (minimum) 10-day isolation period (whether the case is symptomatic or not).

If a household contact develops symptoms of COVID-19 they become a case. They should begin isolation as a case and consider getting tested.

*A household contact is an individual who shares any living spaces with a case. This includes bedrooms, bathrooms, living rooms, kitchens, etc.

Notes:
- Household contacts will often need to remain at home longer than the initial case.
- If a case has been released from isolation and symptoms return, household contacts do not need to restart the 14-day period as long as the case has completed the minimum 10-day isolation and has symptom resolution for a minimum of 24 hours.

NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days after the date of last exposure* to the case, regardless of whether the case was symptomatic.

*Exposure means contact with a case during the time period beginning two days prior to case’s symptom onset (or specimen collection date if case is asymptomatic) through the end of the case’s isolation period.