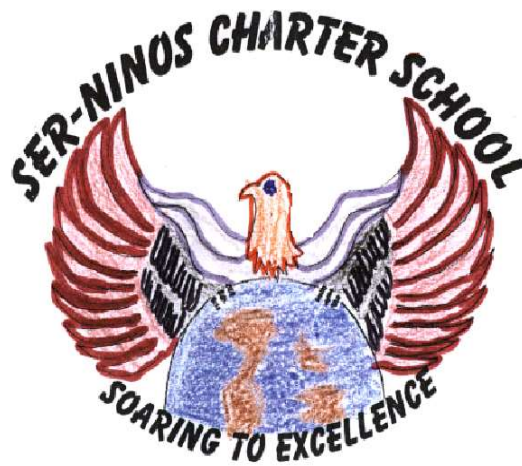


# **SER-Niños Charter School**



## **Back to School Safety Guidelines**

**2020-2021**

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## **Introduction**

The safety and well-being of all staff and visitors are a priority for SER-Niños Charter School. As we begin to welcome back personnel and ultimately students onto our campuses various changes in the way the workplace looks as well as new practices and protocols have been implemented to follow recommended safety guidelines. The goal is to collaboratively ensure that all employees and visitors in our facilities feel safe and secure to effectively navigate the complexities of a "new normal."

The measures being implemented include more frequent sanitizing of public and work areas, access to hand sanitizer throughout the building, and flexible work schedules to avoid large congregation of people, and other safety considerations. The cooperation of all staff in maintaining a safe environment as the district and the community continue to fight the spread of COVID-19 is appreciated.

These guidelines are SER-Niños guidance on re-entry into the learning/work environment. The information in these guidelines outlines the current best practices provided by federal, state and local health officials for removing or preventing COVID-19 in the learning/work environment. SER-Niños will update this guidance as additional information becomes available. This plan will be reviewed periodically for effectiveness and revised as needed to meet the needs of our stakeholders, students and staff.

These guidance addresses both staff and student responsibilities as it relates to COVID-19 precautions and responsibilities. The information will be repetitive as some of the same procedures will apply.

## **General Guidelines for Students**

### **Attendance**

SER-Niños Charter School students will be participating in asynchronous instruction. Students must be engaged in one of the following ways for each enrolled class during each school day:

1. Daily progress in the Learning Management System (LMS), Schoology which is used for grades PK-8th (Daily progress may also be measured through engagement with approved applications (apps) such as i-station, Think Central and Brain-Pop).
2. Daily progress via teacher-student interactions; or
3. Completion/submission of daily assignments from student to teacher through the LMS or other media (potentially via e-mail, online, or mail)

SER-Niños Charter School will implement the model of Asynchronous Instruction while providing daily opportunities for Synchronous Instruction which will include live face-to-face instruction using the Teams platform or other acceptable forms of engagement.

Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in effect during the 2020-2021 school year.

Daily attendance is taken at 3:30 p.m. Students who have not engaged with assigned courses daily as indicated above are marked absent. Students who are marked absent at 3:30 p.m. will have an additional engagement window between 3:30 p.m. until 11:59 p.m. to demonstrate progress/engagement. Assigned teachers will submit documentation of these occurrences to reconcile attendance within a week.

After the initial four-week transition period ends on September 11, 2020, students may choose whether they would like to continue remote instruction or face-to-face on campus instruction beginning September 18, 2020. Please be aware that the SER-Niños Charter School Board of Trustees has the option to extend the transition period another four weeks if conditions warrant an extension. If another four-week extension is approved, the offer of face-to-face would not begin until October 19, 2020. Students and parents have been asked to commit to either remote or face-to-face for the entire grading period via a survey.

### **Deadlines to Designate Instructional Choice**

Parents/guardians will designate their instructional choice for the first grading period by September 18, 2020. Your child will continue with this instructional arrangement for the duration of a grading period. The selected instructional arrangement will remain in effect

for subsequent grading periods unless the parent/guardian submits a new SER-Niños Instructional Choice Declaration form using the submission windows listed below.

Instructional Model Change Date:	New Choice Effective Date:
August 11	August 24
September 18	October 19, 2020
December 18	January 19
February 26	March 20

### **Grading Policy**

The grading policy will be consistent with the guidelines in the SER-Niños Charter School Student Handbook for all assessments and assignments. Grading policies are the same for students regardless of the instructional model in which they are participating.

### **Student Assessments**

Students who select remote learning will participate in district-wide local, state, and federal assessment programs. Remote assessment participation will be made available based on the guidance of the testing vendor and the availability of necessary resources. In the event that remote assessment is not permissible, in-person testing schedules and requirements will be coordinated. Please see the SER-Niños Charter School calendar for testing dates.

### **Health and Student Safety**

The SER-Niños Charter School continues to monitor the progression of the Coronavirus. Your health and safety remain our top priority. As a result, SER-Niños continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep all students safe. In order to address the spread of COVID-19, it is important to know how the virus is transmitted.

### **Transmission of COVID-19**

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in mouths or noses of people who are nearby or possibly be inhaled in the lungs. Spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be the primary way the virus spreads. The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html).

## **Symptoms of COVID - 19**

The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ( $\geq 100.4^{\circ}\text{F}$ ), muscle pain, sore throat and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include fever ( $\geq 100.4^{\circ}\text{F}$ ), stomach pain along with diarrhea or vomiting and, in some cases, a rash, bloodshot eyes, neck pain, swollen hands and feet. There is more to learn about how the disease affects children.

## **Social Distancing**

The District will implement social distancing protocols within buildings and when transitioning to and from class, during class, at lunch, and while on the bus. Whenever possible, students should keep a six-foot minimum distance from each other.

## **Face Masks/Shields**

CDC guidance provides that people should wear face masks in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. All students will be required to wear a face mask and/or face shield throughout the school day. The exceptions will be while eating breakfast or lunch. However, students will be required to place their mask or shield back on after eating their meal. This applies even if the breakfast/lunch period has not ended. Students will be required to wear their own personal face masks to school. If students do not have their own face mask, one will be provided when they arrive at school. Face shields will also be provided to all students for wear during the day. However, face shields must remain at school at the end of the day. Students will be instructed to sanitize their face shields each day and store them in a designated location. Student face masks must be appropriate for school and must be non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in the District's dress code policy. (This includes, but is not limited to, vulgar slogans/designs/graphics, profanity, etc).

## **Before Arriving at School**

Parents are asked to perform a preliminary COVID-19 screening of their child(ren) before they depart for school or child/youth care providers. Parents should ensure that their child(ren) has and wears a clean mask to school each day.

**Parent Transportation**

Parents who bring their children to school are asked to remain in their vehicle while dropping off students. Students dropped off by parents will also be screened when they arrive at school. Parents will not be able to walk onto campus during drop off.

**Students Who Walk to School**

Students who walk to school are also requested to wear their mask especially if they are walking with other students. Crossing guards will remind students to put on their mask if they are not wearing one. Students who walk to school will be screened before allowed in class.

**Meals and Cafeteria Operations**

Students will be instructed to wash or use hand sanitizer before entering the cafeteria for breakfast and lunch. Cafeteria lines will allow for social distancing and students will be required to wear their face masks/shields until they sit down to eat. At that time, students will be allowed to remove their masks/shields to consume their food. However, students will be required to place their mask/shield/goggles back on after they have finished eating.

Visitors (including parents) will not be allowed in the cafeteria during mealtimes.

Students will eat in their classrooms.

No outside food can be delivered to students during the school day. Students that do not wish to eat a school meal must bring their breakfast and lunch with them.

**Classroom Considerations**

Teachers will require that students wear face masks, shields/goggles while in class as appropriate. Teachers will also ensure that student's social distance to the greatest extent possible as recommended by the CDC. Teachers will monitor the use of shared resources to minimize cross-contamination and promote the use of technology resources to supplement and/or replace interactive activities.

**Transitions**

The district will implement staggered transition times and methods to promote social distancing. All students will wash/sanitize hands when entering/exiting the classroom. Each campus will post signs and floor markings in hallways to promote social distancing. Teachers and staff will monitor students during transition periods to ensure students are wearing masks and social distancing.

**Common Areas**

The district will post signs and floor markings in common areas to promote social distancing. Students will wash and/or use hand sanitizer when entering/exiting common areas. The district will close high-risk common areas as appropriate based on CDC recommendations.

**Cleaning and Disinfecting**

The SER-Niños Charter School custodial staff will routinely clean and disinfect surfaces that are



frequently touched by multiple people such as light switches, countertops, walls, handles, etc.

### **Isolation Facility/Health Considerations**

SER-Niños Charter School will implement isolation strategies to separate students that have non-COVID-19 illnesses from potential COVID-19 symptoms or illness. We will utilize the conference room as an isolation room. We will utilize the existing clinic for routine first aid and medication distribution.

### **Dismissal**

Campus staff will implement social distancing while students depart from school and while students wait for parental pick up. Crossing guards will ensure students are wearing their masks when walking home and students will be required to wear their masks during the entire trip if riding the bus home.

Parents will not be allowed to walk onto campus during dismissal. Parents should use the carpool lane when picking up the students. Parents need to stay in their vehicles during dismissal time.

### **Individuals Confirmed or Suspected with COVID-19**

1. 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 any of the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - the individual has improvement in symptoms (e.g., cough, shortness of breath); and or at least ten days have passed since symptoms first appeared.
- 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 not return to the campus until the individual has completed the same three-step set of criteria listed above.

### **Identifying Possible COVID - 19 Cases on Campus**

- SER-Niños Charter School will separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- SER-Niños Charter School will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

## Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- being directly exposed to infectious secretions (e.g., being coughed on); or
- being within 6 feet for a cumulative duration of 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.

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.

- 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.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any enrichment activities. If the person who is lab-confirmed to have COVID-19 participated in a contest against another school(s), the school must notify other school(s) and sports/contest officials involved in the contest.

## COVID - 19 Symptoms

In-following question:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- 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

### **Screening Questionnaire Information**

1. When asking individuals if they have symptoms for COVID-19, school systems must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. School systems are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.
2. Once it is determined that individuals who responded “Yes” to either of these questions have met the criteria for re-entry, school systems must destroy those individuals’ responses.

### **School Areas**

#### **Performance Areas, Classrooms, Locker Rooms and Other Congregate Settings**

1. SER-Niños Charter School will make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available in these areas.
2. All congregate areas will be regularly and frequently cleaned and disinfected including all frequently touched surfaces such as doorknobs, tables, chairs, lockers, and restrooms.
3. Any equipment that will be kept in student lockers and/or in these areas will be thoroughly cleaned and disinfected each day prior to students accessing these areas.
4. SER-Niños Charter School will identify staff to monitor locker areas and other areas where students may congregate to ensure effective use of school protocols. When possible, we will open windows and/or doors or otherwise work to improve air flow by allowing outside air to circulate in these areas.

#### **COVID - 19 Points of Contact:**

For Students:

Erika Mejia @ 713 592 6055, [emejia@serminos.org](mailto:emejia@serminos.org)

Kathy Zabrowski, RVN @ 713 667 6145 or [kzabrowski@serminos.org](mailto:kzabrowski@serminos.org)

Lisa Ernst, LVN @ 713 432 9400, or [lernst@serminos.org](mailto:lernst@serminos.org)

## General Guidelines for Staff

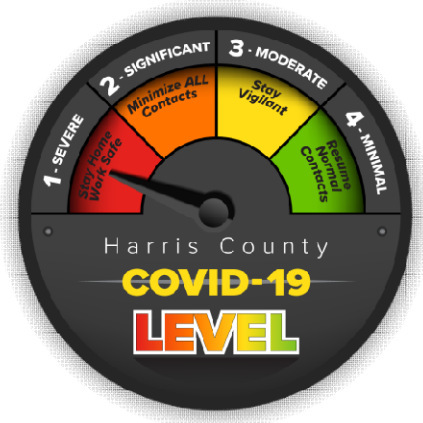
### Start of School

SER-Niños Charter School will begin school on August 24, 2020, 100% remote for all students. Our plan is to remain remote for a minimum of four weeks through September 18, 2020 with the option of staying remote up to an additional four weeks with SER-Niños Board and TEA approval depending with the COVID-19 situation in our local area.

### Local Health Authority Directive

Health directives issued by city and/or county officials will be closely monitored to determine the safety of opening and operating schools. The most recent directive dated August 7, 2020 recommends that school systems should tie pandemic operational plans to public health metrics for community infection. The directive also requires the district to report all COVID-19 positive staff and students on a weekly basis as well to post this information on the website. The district's Written Plan for Protocols and Weekly COVID-19 statistics for our district will be posted on our COVID-19 webpage at <https://www.serninos.org/covid-19>. The district's Nurse Coordinator shall serve as the liaison with the Health Authority.

The City of Houston weekly metric for school re-opening uses red, orange, yellow and green. An illustration of the metric is pasted below.



The Remote Learning for Schools metric will be used to evaluate when to offer only remote instruction and/or onsite instruction at SER-Niños campuses. The full Health Directive is available at: <https://houstonemergency.org/covid19>

Additional information for the State, Governor's Office, and the Texas Education Agency will be used to determine the health and safety protocols to open and/or close district campuses.

The Superintendent will make the final decision, with input from a COVID-19 Task force made up of district stakeholders such as staff, students and parents.

### **Communication Plan**

Members of the communication team will communicate to their respective staff regarding high-risk areas, increase in PPE requirements, closures of certain buildings or other areas, and other updated federal, state and local guidelines as deemed necessary.

The Texas Education Agency COVID-19 webpage shall be monitored closely by all committee members to ensure to keep abreast of up-date information as it relates to health, safety, instruction, finances, etc.

### **Building Hours**

SER-Niños buildings will open from 7:00 a.m. to 6:00 p.m. and only available to custodial staff for deep cleaning during the hours the buildings are closed to staff.

Employees should arrive 5-10 minutes prior to their start time to allow time for the screening process.

The building, offices and workstations will undergo frequent germ blasting and intensive cleaning, which requires that staff and visitors be clear of the building no later than 6:00 p.m.

### **Sign-in/Sign-out**

Employees are required to sign-in and sign-out using the ADP system.

### **Absences**

Employees are required to work at their assigned campus location unless their position is authorized for Telework. Employee start and end times may be adjusted to minimize the number of employees congregating in common areas. In the event an employee or group of employees has been approved by the Superintendent to Telework, the employee and supervisor must complete the Telework Agreement. This document will be provided by the employee's supervisor.

If an employee needs to take time off the supervisor is responsible for approving the time.

COVID-19 related absences should be reported to your supervisor as soon as symptoms or exposure occurs. Your supervisor will provide guidance for reporting symptoms/exposure. An employee's accrued state and local leave may be used until the proper documentation from the employee is received in the HR department. Your supervisor will provide guidance for reporting symptoms/exposure. SER-Niños will follow board policy DEC and the Family First Coronavirus Response Act for COVID-19 related absences. If it is determined an employee is eligible for leave under the Family First Coronavirus Response Act (FFCRA), an employee's

accrued state and local leave may be returned to the employee. In the event an employee tests positive for COVID-19 or is seeking medical treatment for symptoms or being tested for COVID-19, Emergency Paid Sick Leave (EPSL) may be utilized from the first day the employee was absent from work due to COVID-19, EPSL is available through December 31, 2020 and can only be accessible one time for a maximum of 80 hours. If an employee tests positive or has symptoms that require the employee to be out longer than the allotted hours, the employee will need to apply for Family Medical Leave and use accrued state and local leave.

### **Guidance on Families First Coronavirus Response Act (FFCRA)**

- Emergency Paid Sick Leave (EPSL) - Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay (up to \$551/day) where the employee is unable to work because: 1) the employee is quarantine (pursuant to federal, state, or local government orders or 2) advice of a health care provider), and/or 3) experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay (up to \$200/day) because the employee is unable to work because: 4) a bona fide need to care for an individual subject to quarantine (pursuant to federal, state or local government order, or advice of a health care provider), or 5) to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19, or 6) experiencing any other substantially-similar condition specified by the HHS, and
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay (up to \$200/day) where and employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reason related to COVID-19.

### **Health and Employee Safety**

SER-Niños continues to monitor the progression of the coronavirus. Your health and safety is our top priority. As a result SER-Niños continues to implement a variety of safety measures to keep employees safe.

### **Health and Safety Protocol**

1. All employees shall self-report a diagnosis of exposure to COVID-19 prior to reporting to work.
2. All employees will be required to complete a health screening process upon arrival at work and prior to entry into work each day. The screening link can be found on the website at [www.serninos.org](http://www.serninos.org).

3. All employees are required to follow social distancing guidelines and wear a mask and face shield/or goggles. Social distancing will include the use of common areas. SER-Niños has purchased masks, goggles and face shield for all employees.
4. All employees will be required to follow CDC recommendations for proper hygiene.
5. SER-Niños may provide work Plexiglass shields, signage or other barriers to promote social distancing.
6. SER-Niños may provide other appropriate protective gear such as glove should the need be determined by and employee's job responsibilities. The higher an employee's risk, the greater amount of protection that may be required.
7. SER-Niños will provide disinfectant supplies for employee use in their work area.
8. SER-Niños will develop an outbreak-response plan to identify, track and notify employees who are exposed to COVID-19.
9. The attached flow charts outline quarantine requirements, return to work eligibility, leave availability, and other benefits that may be available to an employee.
10. SER-Niños will require any employee who is diagnosed with COVID-19 to use available leave as appropriate, during the illness and not return to work until the employee submits a return to work medical release from the treating physician.
11. SER-Niños will not allow any employee with known close contact to a person who is lab-confirmed to have COVID-19 to enter a building until the end of the 14-day self-quarantine period from the last day of exposure.
12. If you are unable to return to work for any reason as directed, you should contact the HR Manager to discuss potential leave that may be available to you.
13. All visitors will be subject to the same self-reporting and health screening process before entry into a facility.

### **Transmission of COVID-19**

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs. Spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be the primary way the virus spreads.

The Centers of Disease Control and Prevention (CDC) website provides the latest information about COVID-19.

[www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html).

### **Persons at High Risk**

Based on what we know, persons at high risk for severe illness from COVID-19 include people 65 years and older, people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes, people on dialysis, people with liver disease and people with compromised immune systems

### **Symptoms of COVID-19**

The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently know, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ( $\geq 100.0^{\circ}\text{F}$ ), muscle pain, sore throat and , in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms , such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include: fever ( $\geq 100.0^{\circ}\text{F}$ ), stomach pain along with diarrhea or vomiting and , in some cases a rash, bloodshot eyes, neck pain swollen hands and feet. There is more to learn about how the disease affects children.

### **Individual Campuses**

Campus principals will be responsible for compliance with the following:

Screening

Face Shields/goggles, masks

Social distancing

Personal Protection Equipment for Students/Employees/Guests

Cleaning Supplies (individual use)

Signage

Entrances, exits, and unidirectional traffic flow for students, staff, and guests

Visitor processes

Other safety procedures and protocols, as deemed necessary



### **Enhanced Cleaning**

Enhanced cleaning protocols have been put in place as result of COVID-19 and are based on current local health and government guidelines. We will focus on the following high touch services to ensure that the proper disinfection takes place:

- Doorknobs/Handles
- Countertops
- Handrails
- Light switches
- Restroom fixtures
- Desks
- Keyboards and mouse
- Phones

#### Area of Enhanced Focus

- Restrooms
- Offices
- Kitchen/Break areas
- Vending machines
- Copiers/printers
- Front desk and lobby areas
- Equipment
- Personal Area Cleaning
  - Desks
  - Computer keyboards/mouse
  - Phone
  - Remote control
  - Chair arms
  - File cabinet drawer handles
  - Appliances

Masks, gloves, hand sanitizer and EPA registered disinfectants will be provided for all district employees.

### **Shared Area**

All staff, students and visitors will be required to follow established safety protocols.

- Social distancing is required in all areas at all times.

- The number of persons in an area limit must be adhered to at all times.

- Use of face mask, face shield/goggles must be used when around others.

Face masks will be available upon entry to the building if the employee, student or visitor does not have any. Hand sanitizer, portable hand sanitizer dispensers, spray cleaners and disinfectant wipes will be available in shared areas.

Door in shared areas may need to remain open to avoid multiple persons touching the handles.

### **Social Distancing**

SER-Niños will implement social distancing protocols within buildings. Individuals should keep a six-foot minimum distance. Maximum occupancy, based on current health directives, will be posted in all buildings. The number of persons entering and exiting the building will be monitored throughout the day. Work schedules for staff will be determined to ensure social distancing can be maintained.

### **Face Masks**

CDC guidance provides that people should wear face masks in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. Everyone approved to enter the facilities will be required to wear face in public areas and shared spaces. Employees are required to wear their own personal face masks (over their nose and mouth), face shield or goggles (to cover their eyes) or use the one provided by the district. Both student and employee face masks must be appropriate for school and must be non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Face masks may be plain or print. Masks with graphic designs or slogans are not permitted.

### **Restrooms**

All multi-person restrooms will be restricted to one person at a time or a 25% maximum capacity, as appropriate, and will have signage installed stating the process. When opening or closing the restroom door, use a paper towel, tissue, disinfectant wipe, or disposable glove. Restrooms will be stocked with soap and paper towels. Hand soap will be available in all restrooms. Posters on how to wash your hands properly will be posted in all restrooms. Restrooms will be cleaned regularly throughout the day and at night.

### **Offices**

Employees in individual offices should not hold meetings or host guest unless the six-foot social distancing or face mask use can be enforced.

### **Safety**

SER-Niños is following federal, state, county public health guidelines to ensure the safety of our employees, students, and members of the public.

All employees are required to self-screen using the self screening form found on the website at [www.seminos.org](http://www.seminos.org) before going to work and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of Breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore Throat
- Loss of taste or smell
- Diarrhea
- Feverish feeling or a measure temperature equal to or greater than 100.4°F
- Know close contact with a person who is lab-confirmed to have COVID-19.

If running a fever of 100°F or higher, or feeling ill, please stay at home. Notify your immediate supervisor if you exhibit symptoms of COVID-19 or are diagnosed with COVID-19. Make sure you contact your health provider, if needed.

#### Health and Recent Travel Questions

Staff must complete the Pre-Screening tool upon arrival at work before entering any school facility on a daily basis. The online screen questionnaire can be found at [www.seminos.org](http://www.seminos.org). A temperature check will be completed before a person can enter a building.

#### **Staff Who Become Ill During the Workday**

Due to the contagious nature of the virus, all staff should stay informed, practice healthy habits, and avoid sharing equipment when possible to prevent the spread of COVID-19.

If staff develop symptoms of COVID-19 during the workday or are lab-confirmed to have COVID-19, the following steps will be taken to reduce transmission:

#### **Separate symptomatic staff from others and send them home.**

The HR Coordinator may also send employees home who have been in close contact\* with the symptomatic employee.

The supervisor will assist with contact tracing to determine other staff or students that may have been exposed to the virus and will inform staff of possible exposure to the virus while maintaining confidentiality [See Board Policy DH and Educator Code of Ethics]

The Supervisor will contact the Custodial Supervisor for cleaning/disinfection of the exposed classroom, office, and/or building(s).

An evaluation will be conducted to determine if a campus or portion of a building must be shutdown (Superintendent will make the final determination).

\*Close contact is defined as: a) being directly exposed to infectious secretions (e.g., being coughed on); or b) being within 6 feet for a cumulative duration of 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.

### **COVID-19 Contact Tracing Procedures**

Overview Contact tracing is part of a public health process used in response to a confirmed COVID-19 or other infectious diseases. Contact tracing will be conducted by the Supervisor in collaboration with district nurses.

The goal of contact tracing is to maintain a safe work environment and prevent the spread of the infection to protect employees.

### **Confidentiality of Health-Related Information**

Contact tracing is a private process. As part of local, state and federal laws, an employee's personal information may not be released to the public or shared with individuals who may have come in contact with the infected employee. Employees are prohibited from disclosing confidential information about other employees and students. An outbreak in the workplace often generates employee and public interest. Notification will be provided when the purpose of the notice is to control spread of the infection and protect those who have been potentially exposed.

### **Lab-Confirmed Case Process**

#### **Employee Reports Diagnosis to the District**

An employee who has received a lab-confirmed COVID-19 diagnosis must notify their supervisor within 24 hours by submitting the electronic COVID-19 Employee Contact Tracing Reporting Form. The form will be accessible online 24 hours a day, seven days a week. The immediate supervisor, Human Resources and Operations will be notified simultaneously so they can respond quickly.

#### **Supervisor Contacts the Reporting Employee**

The supervisor receives the form and contacts the employee immediately within three (3) hours to review the following:

- Direct the employee to not return to work
- Confirm demographic information

- Confirm last onsite visit to a district location
- Identify other employees who potentially may have been exposed within two days before symptoms began
- Provide information on isolation requirements and return to work protocols

### **Supervisor Contacts Potentially Exposed Employees**

The supervisor contacts potentially exposed employees within 24 hours to review the following:

- Direct the employee not to return to work
- Inform the employee of possible exposure
- Confirm demographic information
- Confirm last onsite visit to a district location
- Identify other employees who may have been in close contact within two days before potential exposure
- Provide employee with information on quarantine requirements and return to work protocols

### **HR Department Provides Resources to the Employee**

Directs the employee to General information, leave and absences such as FFCRA Leave

Discusses availability of alternative work arrangement (if applicable)

Refers to the ADA Coordination of American with Disability Act (ADA)

Accommodations if accommodations are requested

Supervisor Contacts Operations Department and Superintendent

Custodial staff will provide within 24 hours an intensive cleaning with an industrialized germ spray to exposed areas by completing the following:

- Assess the area exposed and create a disinfecting plan
- Make a recommendation to the Superintendent regarding the need to close a facility or building for cleaning and disinfecting purposes
- Disinfect the employee workspace and common areas
- Once the areas are cleaned, a clean notice will be posted

### **Close Contact**

A close contact of a COVID-19 case is a person:

- Who had face- to-face contact with a COVID-19 case within 6 feet for more than 15 minutes (Close contact does not include activities such as walking by a person or briefly sitting across a waiting room or office.)
- Who had physical contact with a COVID-19 case (including, kissing or embracing, sharing eating or drinking utensils, talking to someone within 3 feet, physical examination, and any other direct physical contact between people)

- Who had unprotected direct contact with infectious secretions of a COVID-19 case
- (for example being coughed on)
- Who was in a closed environment (household, classroom, meeting room, etc. with a COVID-19 case for more than 15 minutes)
- Who was providing care to a COVID-19 case, especially without proper Personal Protection Equipment (PPE)

### **Return to Work Requirements**

Staff with a confirmed COVID-19 diagnosis may not return to work until:

- At least 24 hours have passed since recovery, which is defined as:
  - No longer having a fever  $<100^{\circ}$  or higher without the use of fever-reducing medicine like Advil, Tylenol, or Aspirin and
  - significant improvement of your other symptoms (cough, sore throat, headache, etc.) and
- At least 10 days have passed since symptoms first appeared, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis

Staff with symptoms of COVID-19 who have not been tested or evaluated by a medical professional are assumed to have COVID-19.

Staff with symptoms of COVID-19 may not return to work until:

- At least 24 hours have passed since recovery, which is defined as:
  - No longer having a fever  $<100^{\circ}$  or higher without the use of fever-reducing medicine like Advil, Tylenol, or Aspirin and
  - significant improvement of your other symptoms (cough, sore throat, headache, etc.) and
- At least 10 days have passed since symptoms first appeared, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis

Staff exposed to persons known to be lab-confirmed for COVID-19 may not return to work until:

The end of the 14-day quarantine period from the last date of exposure.

COVID-19 Points of Contact:

Your immediate supervisor and/or campus principal should be your 1<sup>st</sup> Point of Contact.

Additional points of contact are noted below:

For Employees:

Giselle Villar, HR @ 713 592 6055, or [gvillar@serminos.org](mailto:gvillar@serminos.org)

Kathy Zabrowski, RN @ 713 667 6145 or [kzabrowski@serminos.org](mailto:kzabrowski@serminos.org)

Lisa Ernst, LVN @ 713 432 9400, or [lernst@serminos.org](mailto:lernst@serminos.org)

For Students:

Erika Mejia @ 713 592 6055, [emejia@serminos.org](mailto:emejia@serminos.org)

Kathy Zabrowski, RVN @ 713 667 6145 or [kzabrowski@serminos.org](mailto:kzabrowski@serminos.org)

Lisa Ernst, LVN @ 713 432 9400, or [lernst@serminos.org](mailto:lernst@serminos.org)

