

Midland ISD

2020-2021

Re-Entry Plan

IN RESPONSE TO COVID-19



Midland Independent School District

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INTRODUCTION

The COVID-19 Pandemic will likely result in multiple waves of infection and may last until herd immunity or a vaccine is developed. This process is currently estimated to last up to eighteen months or longer. This plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and state and local health officials. Regular updates will be made to this plan based on information provided by the CDC and applicable federal, state and local agencies.

Information and guidance available from the above-named agencies regarding COVID-19 changes rapidly. Therefore, this document will be updated as needed to reflect these changes. Dates of last revision will be posted in the footer of this document.

GUIDING PRINCIPLES

In order to ensure the continued well being of our students, staff, and community, the following guiding principles have been established:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. INSTRUCTIONAL CONTINUITY
4. SUPPORT FOR FAMILIES

In short, the goal of this plan is to educate students well and to do so safely.

SECTION 1: SAFETY OF STUDENTS AND STAFF

PHASES AND TIMELINES

Please see below for a summary of the phases and timelines. These phases and timelines are subject to change per CDC guidance and state and local mandates.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> Procure supplies and equipment needed for re-opening Prepare detailed work schedules and timelines for phases and sub-committees Prepare building and transportation for reopen with thorough cleaning Family and teacher re-entry surveys sent out for planning purposes
Phase 1	June	<ul style="list-style-type: none"> Implement social distancing protocol and open district facilities including Central Office and other

		facilities necessary for implementing the work of the district. This does not include campuses.
Phase 2	July	<ul style="list-style-type: none"> Begin opening campuses for administrative tasks and teacher work in classrooms in preparation for the 2020-2021 school year based on recommendations and data from CDC, TEA, Texas Governor, and applicable state and local agencies.
Phase 3	August	<ul style="list-style-type: none"> Open campuses in accordance with state guidance Expand full operation based on recommendations and data from CDC, TEA, Texas Governor, and applicable local and state agencies Determine what restrictions/guidelines stay in place

The decision to alter District operations that affect Midland ISD students, faculty, staff shall be made by the Superintendent or the Superintendent's authorized designee. The Superintendent will consult with individuals possessing the appropriate background and experience relative to each set of circumstances that may arise as determined appropriate by the Superintendent. No division, department, campus, or employee shall move into Modified, Critical or Emergency Operations status without the directive of the Superintendent or the Superintendent's designee.

Normal	Modified	Critical	Emergency
All employees report to assigned location and observe regular schedule.	<ul style="list-style-type: none"> District campuses are closed. Students do not report to campus. Essential Personnel are directed to report to a work location by immediate supervisor. Business related services continue. Central Office remains opened with specific limitations. Compensation continues No Premium Rate. 	<ul style="list-style-type: none"> District campuses are closed Students do not report to campus. Critical Personnel are directed to report to a work location by immediate supervisor. Teachers and Other District Personnel may be required to report for necessary functions. Compensation continues. No Premium Rate. 	<ul style="list-style-type: none"> District campuses are closed. Students do not report to campus. Emergency-related services continue. (Child Nutrition Services, School Plant Services, Maintenance, Transportation and Security.) Compensation continues Premium Rate for employees required to report.

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

Midland ISD will not allow normal visitation to our campuses until reopen date. Only Midland ISD staff and staff from partnership schools are allowed on campus during preparation for reopening. Contractors providing direct services at the request of the District and their partnership schools shall be permitted on District property and will be supervised by the campus principal, department leader, or his or her designee.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to COVID-19, all employees must self-screen for [COVID-19 symptoms](#) and exposure before reporting to work. If an employee has the following symptoms

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by Human Capital and Health Services and will be used for tracking purposes should an employee become ill with COVID -19.

HEALTH PROTOCOL

- If an employee or student who exhibits symptoms at work/school, he/she will be asked to leave work and go home and self-isolate and contact his/her health provider to determine next steps aligned to the guidance of medical professionals.
- For students who exhibit symptoms, the school nurse will immediately isolate the student, ensure the student is wearing a mask, and contact the parent and health care provider. The student will be sent with the parent to isolate at home or report to a health care provider based upon the guidance of the health care provider.
- Employees returning to work from an approved medical leave should contact Human Capital prior to returning to work. Employees may be asked to submit a healthcare provider's note before returning to work.

- Employees who have symptoms (i.e., fever, cough, or shortness of breath, etc.) should notify their supervisor and stay home.
- Sick employees and students should follow CDC-recommended steps. Employees and students should not return to work or school until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees or students who are well but who have a sick family member at home with COVID-19 should notify their supervisor or their school nurse and follow CDC recommended precautions.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Review [CDC Who Needs to Quarantine](#) guide. Follow CDC and healthcare provider recommendations about quarantine and testing.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider (or call 68Nurse)
 - b. Your supervisor
 - c. Midland ISD's Human Capital department
3. Your supervisor will work with Human Capital to determine appropriate next steps.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Midland ISD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

To promote social distancing, further guidance will be provided which may include, but is not limited to, the following:

- Rearrange desks and other areas to maximize spacing for social distancing.
- Consider having teachers change classes instead of students to minimize hallway interaction and promote social distancing. If this is done alternating breaks should be given to the classrooms to allow for movement and stretching.
- Consider utilizing multiple staffed entrances to allow for more social distancing while students are entering and exiting the buildings at the beginning and end of the day.
- Consider staggered start times to allow for social distancing while students are entering and exiting the buildings.
- Inspect all school cafeterias/snack bar areas with assistance from the local health department.
- Remove or shut down self-serve areas in the cafeteria.
- Consider serving meals in the classrooms to avoid excess movement of students around the campus.
- Install temporary or permanent plexiglass shields in areas where social distancing may not be possible, such as the front office counter, cafeteria serving line, and the cafeteria cash register.

- Begin discussions on the timing, restructuring, and resumption of extra-curricular activities, after-school programs, and sporting events.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be needed to prevent exposures. PPE includes:

Masks: Face masks are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Pursuant to Governor Abbott's [Executive Order No. GA-29 relating to the use of face coverings during the COVID- 19 disaster](#), employees and students over the age of 10 are required to wear face coverings while on campus facilities as well as on school buses. Instructional staff will be provided a clear face shield that may be used in conjunction with masks. Face coverings are recommended for all students.

Gloves: Touching one's face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Washing hands properly is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Additional supplies needed in classrooms

Hand Sanitizer: Students must have access to hand sanitizer inside the classrooms as well as distributed in prominent locations throughout the buildings. Within the classroom, hand sanitizer locations must be easily accessed upon entering and exiting the classroom, such as near the entrance of the room.

Disposable wipes for touch surfaces: Teachers must have access to disposable wipes and other cleaning materials to ensure routine cleaning of touch surfaces throughout the day. This includes door handles, teacher desks, student desks, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, sinks, etc. Classrooms should not be equipped with products with ammonia-based formulas for use by teachers or students while class is in session to avoid inhalation risks.

The following are viable options for frequent disinfection of hard surfaces in classrooms a they have a short kill time for SARS COV2 (<2 minutes) and low toxicity:

Sani-Cloth Bleach Germicidal Wipes (EPA #9480-8)

Oxy-1 Wipes (EPA # 74559-10)

Clorox Commercial Solutions Hydrogen Peroxide Cleaner Disinfectant Wipes (EPA 67619-24)

Oxivir Wipes (EPA 70627-60) or Oxivir 1 Wipes (EPA 70627-77)

The use of a spray is discouraged when students and staff are present due to respiratory issues.

Purell Professional Surface Disinfectant Spray

Custodians are currently using this which is a good choice for mist systems or surface spray at the end of the day - short dwell time for kill, no rinse for food surfaces, low toxicity ratings. I don't know if this comes in a wipe system (which would be ideal for teachers to use in classrooms).

The following should be used primarily at the end of day or when students won't be in class for 5-10 minutes (much longer dwell time to get an effective kill rate). While these use quaternary ammonium, it isn't aerosolized, so no real concern about inhalation danger:

Clorox Disinfecting Wipes (EPA 5813-79)

Lysol Disinfecting Wipes (EPA 777-114)

Please note that social distancing must still be practiced even with the use of gloves and masks.

In addition to using PPE, employees and students must:

- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching eyes, nose, and mouth.
- Cover mouth and nose with a tissue when you cough or sneeze or use the inside of the elbow.

PERSONAL WORKSPACE/CLASSROOM

Midland ISD staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Additionally, the following measures will be in place to ensure proper disinfecting and cleaning of classrooms in accordance with the Centers for Disease Control (CDC). The document can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> . The following cleaning steps address daily facility needs in schools:

- Maximize spacing of desks to insure social distancing if possible. Filling of classrooms should be from furthest point from the door back to the door in order to maintain social distancing to maximum extent possible.
- Fill and inspect all hand sanitizer stations to ensure proper operation. Immediately replace or repair inoperable stations.
- Expand on school cleaning routines: Disinfect all work area, counters, restrooms, doorknobs, and stair railings several times daily. Utilize EPA approved disinfectants for COVID-19 and make these disinfectants readily available in all classrooms and offices for teachers and staff. Encourage teachers and staff to participate in the proper and frequent disinfection of commonly touched surfaces in their work areas.
- Expand on the end of the school day cleaning and disinfection procedures of custodial crews. Provide proper PPE and instruct custodial crews to clean and thoroughly disinfect all desks, chairs, doors, windows, light switches, lockers, and any other surfaces that may be touched by students or staff daily. Utilize EPA approved disinfectants for COVID-19. **The following should**

be used primarily at the end of day or when students and staff have left the immediate area:

- Lysol Disinfecting Wipes (EPA 777-114)
 - Clorox Disinfecting Wipes (EPA 5813-79)
 - Purell Professional Surface Disinfectant Spray should be used by custodians as a mist system or surface spray at the end of the day school day when students and staff are no longer present. This spray includes a short dwell time for kill, no rinse for food surfaces, low toxicity ratings.
- Due to the possible transmission of COVID-19 and other pathogens via the fecal to oral transmission route, cleaning staff should wear PPE, including gloves, masks, and eye protection (e.g., goggles, face shield) while cleaning bathrooms.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Midland ISD will provide EPA approved hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Midland ISD Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– Midland ISD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Google Hangouts as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING AND PRIORITY MAINTENANCE

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In

In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

Sinks and Restrooms

The maintenance of sinks and restrooms are essential to maintaining cleanliness and preventative measures against COVID-19 transmission. Sinks and/or toilets that become inoperable must be prioritized and addressed immediately. Custodial staff must be trained in ensuring that restrooms remain clean and functional and maintain a schedule to ensure restrooms and sinks remain clean and sanitized. Custodial staff must follow proper protocol for immediately reporting repairs on restrooms and sinks. Campus administrators must be informed when a restroom or sink becomes inoperable. Maintenance staff must prioritize these tickets and address them promptly.

Drinking Fountains and RO Systems

In effort to mitigate the spread of COVID-19, the use of drinking fountains will be discontinued until further notice. Campuses will ensure that these facilities are secured and are not in use until it is safe to resume. The Chief Operating Officer will indicate when campuses may resume use of these systems.

DEEP CLEANING AND DISINFECTION PROTOCOL

- Inspect all buildings, facilities, equipment, material, etc., and determine status and needs for operations. Maintain a status update for facilities not ready for occupancy. **Prioritize the inspection of sinks and other restroom facilities and address broken or inoperable fixtures immediately so appropriate and frequent handwashing can occur.**
- Survey supply vendors, including cleaning supply, office supply, and food vendors to determine when supply chain and delivery systems will be partially or fully operational; provide vendors with supply needs.
- Thoroughly disinfect all interior surfaces that could be touched by students and staff using an EPA approved disinfectant for COVID-19. (NOTE: This list is currently available on the TxSSC COVID-19 resource page and the EPA website.)
- Ensure cleaning staff are trained on cleaning protocols that include cleaning first then disinfecting and adhering to time on contact requirements in accordance with the EPA approved disinfectants list.
- Clean or replace air conditioning system filters. If cleaned, filters should also be disinfected with an EPA approved disinfectant for COVID-19 and allowed to air-dry before reinstalling the filters into the air conditioning system.
- Thoroughly ventilate the school by opening all doors and windows and turning the fan option on for the central air conditioning/heating systems for the amount of time it takes for a complete air exchange in the building. Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

Increase ventilation rates (air exchange rates in the building).

Increase the percentage of outdoor air that circulates into the building ventilation system.

- Inspect existing hand sanitizer stations to ensure proper operation and install additional hand sanitizer stations throughout school building and other regularly used facilities
- Consider steam cleaning carpeted areas with a disinfectant and a minimum water temperature of 170°F. Avoid vacuuming of carpet to minimize the resuspension, in air, of any viral particles that could be present in the carpet.

SIGNAGE

Signage will be placed throughout the offices, schools, and other district facilities.



CHILD NUTRITION SERVICES

For school nutrition professionals and volunteers working in meal preparation and/or distribution at a school/school district site or other public settings, potential sources of exposure include close contact with co-workers, students, and families with COVID-19 and touching your nose, mouth, or eyes after touching contaminated surfaces or handling items that others infected with COVID-19 have touched.

- Notify your supervisor if having [symptoms](#).
- Follow [CDC-recommended steps](#) if sick. You should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and [state](#) and [local](#) health departments.
- Follow [CDC recommended precautions](#) and notify your supervisor if you are well but have a sick family member at home with COVID-19.
- Limit close contact with others and maintain a distance of at least 6 feet, when possible.
- CDC recommends [wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.
- [Clean](#), sanitize, and [disinfect](#) frequently touched surfaces such as kitchen countertops, cafeteria and service tables, door handles, carts, and trays, throughout the day. Follow the directions on the cleaning product's label and clean hands afterwards.
- Practice proper [hand hygiene](#). This is an important infection control measure. With appropriate hand hygiene, gloves are not necessary for workers who are not involved in food preparation. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can be used, but not as a substitute for cleaning hands with soap and water.

- Key times to wash hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After using the restroom
 - Before eating or preparing food
 - Before putting on and after taking off disposable gloves when preparing food
 - After touching objects with bare hands which have been handled by other staff, customers or visitors, such as tables, trays, carts, racks, dishes, cups, utensils, bags, coolers, totes, and trash
 - After blowing your nose, coughing, or sneezing
 - After putting on, touching, or removing cloth face coverings
- Avoid contact with body fluids.
- Do not touch your eyes, nose, or mouth.
- Use tissues when you cough, sneeze, or touch your face. Throw used tissues in the trash, and then wash your hands.

Meal Service

- Minimize congregation of students in hallways and lunchrooms. Serve box lunches in classrooms or reduce lunch period if spacing of students can be accomplished that would maintain social distancing in the cafeteria.

Outside Food Deliveries

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages will not be delivered to Midland ISD.

PREVENTIVE MATERIALS INVENTORIES AND PROCEDURES

- Students will have their temperature checked before entering the campus every day. If a temperature above 100.3 is registered, the campus nurse will be notified and next steps will be determined in consultation with the Director of Health Services.
- Measures recommending the use of masks will be implemented by all people while on school property or occupying a school bus.
- Provide an exception for students with disabilities and for outdoor activities where social distancing can be maintained.
- Options for providing masks for students who are economically disadvantaged will be determined.
- Mass communication to all media outlets well in advance of the opening day of school will occur.
- If risk of infection is still high in the Midland ISD community, the District will consider a hybrid model or other alternate class schedules where only a percentage of the student population are physically present at a school in order to maintain social distancing.
- Appropriate staff will meet to implement the appropriate mental health support system for students and staff and also collaborate efforts with other local mental health providers and supports.

- For parents who do not want their children to return to public schools, the District will provide continuance or modification of online or other education formats. The District will consult further with the Texas Education Agency. It is likely that some parents will not allow their children to return to school due to fear of their children contracting COVID-19 in the school setting.
- Some immunocompromised children will need to continue with the online education format. The District will consider a transition period providing for both in classroom and online platform education opportunities until a vaccine or treatment is available.
- For teachers and staff who are part of the vulnerable population (at higher risk of complications and serious illness from COVID-19 as determined by CDC guidance), the District will work to provide remote work from home opportunities or reassignment to roles within the school district that will minimize their risk for contracting COVID-19 in the work setting.
- The District will identify students who are considered part of the vulnerable population and do not have the option for continued education in the home setting. The District will communicate with the parents of vulnerable students as some parents may have to go to work and need special accommodations for their children to minimize the risk of contracting COVID-19 in the school setting.
- Campuses will monitor staff and student attendance reports daily and alert the Director of Health Services if trends are noted pertaining to significant absences in particular grade levels, campuses, departments, etc.
- School nurses will compile daily health reports for the Director of Health Services.
- The Director of Health Services will ensure all school staff (teachers, custodians, administration, etc.) are trained on social distancing strategies, proper use of PPE, and enhanced personal hygiene measures. Train all school staff on how these essential safety measures will be taught and managed with students. This training will be a virtual training requiring proof of understanding via a short assessment to confirm understanding of processes and procedures. This will be required of all District employees.
- The District will confirm an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues, a supply of gloves and other protective gear, and touchless thermometers on-site for employee and student screening including, but not limited to, the following products:
 - Lysol Disinfecting Wipes (EPA 777-114)
 - Clorox Disinfecting Wipes (EPA 5813-79)
 - Purell Professional Surface Disinfectant Spray should be used by custodians as a mist system or surface spray at the end of the day school day when students and staff are no longer present. This spray includes a short dwell time for kill, no rinse for food surfaces, low toxicity ratings.
 - Hand sanitizer
 - Masks
 - Gloves
 - Touchless thermometers

BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must contact their supervisor if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days. [MISD COVID-19 Staff Screening Form](#)

The following processes will be followed to ensure cleanliness and sanitation measures are in place for safe transportation of students:

- Students will have their temperature checked before entering the bus every day. If a temperature above 100.3 is registered, they will not be permitted to ride the bus and parent will be contacted.
- Inspect all buses and other district vehicles and determine status and needs for operations. Maintain a status update for equipment not ready for use.
- Survey supply vendors, including fuel, parts and equipment vendors to determine when supply chain and delivery systems will be partially or fully operational; provide vendors with supply needs.
- Thoroughly disinfect all interior surfaces of buses and other transportation vehicles that could be touched by students and staff using an EPA approved disinfectant for COVID-19. (NOTE: This list is currently available on the TxSSC COVID-19 resource page and the EPA website.)
- Ensure cleaning staff are trained on cleaning protocols that include cleaning first then disinfecting and adhering to time on contact requirements in accordance with the EPA approved disinfectants list.
- Buses and other vehicles that have been sitting should be thoroughly ventilated by opening windows and doors for the amount of time it takes for at least one complete air exchange.
- Disinfect commonly touched surfaces (e.g., seats, windows, step rails) of school buses after routes are completed (e.g., morning route and afternoon route). An EPA approved list of disinfectant and guidelines is available at this link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. **Please note, these disinfectants are NOT intended for human use; they are to be used solely for this purpose of cleaning and disinfecting touch surfaces and other community areas.** After disinfection activities are completed, open windows to allow the buses to thoroughly ventilate and air-dry surfaces.
- Specify seating on buses to maintain social distancing, if possible. Determine if additional buses will be needed to meet social distancing requirements.
- Onloading and offloading of students from buses shall be done to maintain social distancing such as filling bus from rear to front and offloading from front to rear.
- Train bus drivers to not allow any student on a bus without a mask covering their nose and mouth.
- If possible, provide all bus drivers with a N-95 mask and the proper training on the donning, doffing, and care of the N-95 mask.

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the isolation location on his/her campus or facility as identified by the Facilities Safety and Security Sub-Committee. The Director of Health Services will be notified immediately and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.

- The nurse will direct the ill employee to leave work or call the parent of the student and work together to adhere to the advice provided by the local health authority regarding transportation to the next location.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the employee/student should not be provided.
- Advise employees that they may have been in contact with a suspected employee/student and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student. Students or co-workers must be relocated to another site and not be permitted to return to the location until proper cleaning and disinfection of the site has occurred as well as the number of days have passed as directed by the [CDC and local health authorities](#).

RESTROOM USAGE DURING THE WORK DAY

A maximum capacity for the facility that allows for social distancing will be established. A maximum capacity sign will be posted on the door. Supplies will be provided for employees to clean up after themselves in staff only restrooms. Handwashing must occur before returning to class or the work area following the CDC guidance for hand hygiene:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. As a timer, hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

LOCKER ROOMS AND STORAGE AREAS

While in locker rooms, band halls, choir rooms, and theater storage areas, students are to stay 6 feet from others as a normal practice. Large groups of students should not enter at once, but rather stagger numbers to allow 6 feet of distancing. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

VISITORS ON CAMPUS

The safety of our staff and students remains the District's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors will not be permitted on campuses for the first 30 days of school. This does not include individuals entering schools to provide further educational, health, or mental health services. Following that, the District will conduct a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

CLASSROOM AND CAFETERIA ARRANGEMENTS

- To reduce the risk of contamination from door handles and encourage social distancing, entry doors utilized for morning entry and afternoon dismissal should be kept open. However, it is still vital to maintain security and access control, so any open doors must be continuously monitored by staff to stop unauthorized access and monitor for threats. This post must be included as a morning and afternoon staff duty so entrances and students are properly monitored during arrival and dismissal.
- Students should stay in the same classroom to the extent possible and desks for the entire day to minimize disease spread from desk sharing amongst students and to reduce interaction with school population. Consider having teachers change classes instead of students.
- Rooms that are to be utilized by several groups of students during various class periods (e.g., computer labs, science labs, cafeterias) shall have desks, tables, and other commonly touched surfaces disinfected between each group of students.
- If classroom changes cannot be avoided, consider staggering classroom changes to minimize the crowding of hallways and interaction with the entire student population.
- Minimize congregation of students in hallways and lunchrooms. Serve box lunches in classrooms or reduce lunch period if spacing of students can be accomplished that would maintain social distancing in the cafeteria.
- Do not provide self-service salad bars or other food conveyance where students share utensils in order to obtain food.
- Provide outdoor or indoor recess opportunities that will maintain social distancing.
- Stagger start times and end of day dismissals to minimize interaction of student population.
- Avoid gatherings of students in groups larger than a typical classroom setting.
- Avoid extracurricular activities that cannot maintain social distancing.
- Keep doors to classrooms open between classes to minimize contact of doors and door handles by students and staff entering or exiting classrooms. Provide disinfectant to each classroom so that door handles and commonly touched surfaces can be readily disinfected as needed.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The [family](#) and [teacher](#) re-entry survey sent out in May will inform this work. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

STAFF TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Google Meets

3. Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

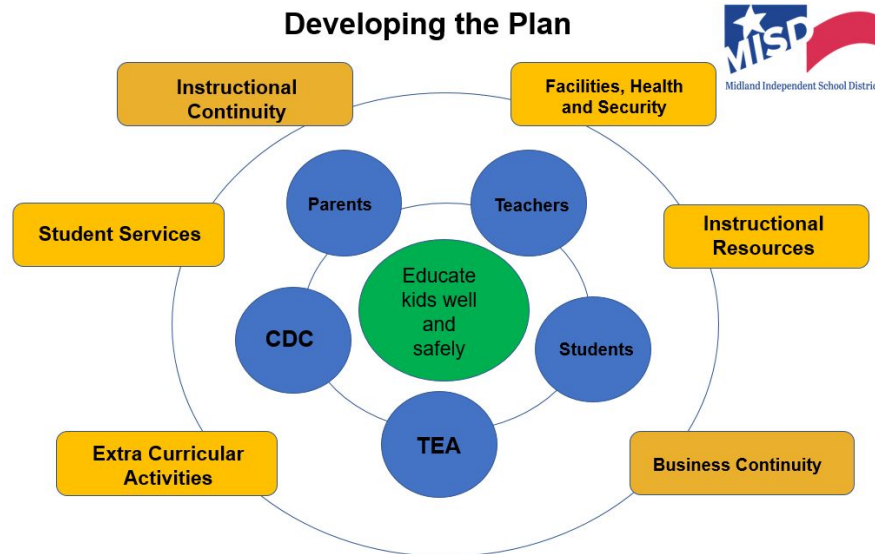
COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents must check their email often
2. Re-entry information is updated on [midlandisd.net/fall2020](https://www.midlandisd.net/fall2020)
3. Parents should visit Skyward for updates on student grades and academic progress. This information can be reached on the District website at <https://www.midlandisd.net/skyward> .
4. Visit District and campus websites
5. Follow District and campus social media platforms
6. Attend to call-outs from District and campuses
7. Tune in to FaceBook Live sessions
8. Attend to text messages sent by the District or campuses.

SECTION 2: RE-ENTRY MODELS AND DESIGN TEAM PROCESS

Midland ISD will utilize a collaborative and responsive approach to designing re-entry, including parent and teacher feedback, campus and district leadership input, guidance from the CDC, and requirements and recommendations from TEA:



Midland ISD will develop a 2020-2021 Re-Entry Design Team to organize and develop systems in place for the district's reopening. The design team members will be selected from various departments and grade levels to obtain a diverse set of knowledge and skills. The committee members will then be divided out into sub-committees. As a whole, the committee will meet regularly throughout the summer. Each sub-committee will meet one time a week as determined by the committee. A committee chairperson will be selected to be the spokesperson for the team and keep detailed notes for reporting.

The initial charge of the sub-committees will examine each academic model through the lens of their respective focuses. They will determine both benefits and drawbacks relating to each proposed model. They will present their perspectives to the Re-Entry Design Team and will collectively determine a model to present as the recommendation for re-entry. Should the model require Board approval, it will be submitted to the Board.

Once a model has been determined, the sub-committees will focus on an implementation process to accomplish the responsibilities under their respective areas. This will be refined through a series of meetings with sub-committees and the Re-Entry Design Team as a whole to reflect a collaborative approach encompassing multiple perspectives and considerations.

The sub-committees are as follows:

1. Instructional Continuity Sub-Committee

Re-entry Plan: We will gather data through a BOY baseline assessment developed through the Texas Education Agency. Please click the following link for further information regarding the [Instructional Continuity Re-Entry Plan](#).

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student and adjust instruction accordingly to support students in moving forward with their academics. It will be important to simultaneously provide remediation as well as acceleration.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence may be adjusted from prior years. It may be necessary to integrate previous grade level TEKS with our BOY instruction. A resource that may be used is the TEKS Resource Gap Plan to help close gaps while also ensuring that we maintain on track instruction to cover our required grade level TEKS. A much more agile assessment strategy than used in the past will be necessary. This will require fewer "testing windows" of large groups of students and more selective assessment of individual or small groups of students to determine which student(s) needs much more teacher contact, who can continue to do well in remote learning, etc. Quick monitoring tools to confirm that plan or adjust it will be necessary. The sub-committee must utilize vertical progression standards (commonly struggling standards) and plan for the "co-requisite" model. It will be necessary to plan remediation and acceleration concurrently through the curriculum for the upcoming school year. Please see the following links for more detailed information:

[MISD Instructional Framework](#)

[Scholar Profiles](#)

[Elementary Assessment Calendar](#)

[Secondary Assessment Calendar](#)

[Instructional Continuity Virtual Teacher/Student Expectations](#)

[Google Classroom rubric and protocols](#)

[Return to Learn Campus "need to knows"](#)

[Virtual Teaching and Learning](#)

2. Facility Safety and Security Sub-Committee

- This sub-committee will review and advise the re-entry plan of students and staff in the building and outline all safety protocols while in buildings as well as on buses. This includes, but is not limited to, maintenance, custodial staff, child nutrition services, and transportation. Many items relating to this committee are included in Part 1 of this document. For further information, please see the following link:
 - [Facilities, Health, and Safety Guidance](#)
 - [Meal Guidance and Procedures](#)
 - [Operations Preparations for Opening of School](#)
 - [Facilities, Health, and Safety COVID-19 Critical Messages](#)
 - [Facilities, Health, and Safety Definitions](#)
 - [Screening Protocol for Staff](#)
 - [PPE Care Packages/TEA Allotment](#)
 - [Signage Google Form CDC Print Resources](#)

- [MISD PE COVID-19 Guidelines 2020-2021](#)
- [MISD RECESS COVID-19 Guidelines 2020-2021](#)

3. Instructional Resources Sub-Committee

- A needs assessment will be developed to assist the District in determining the technology needs of families. Grants and other funding sources may be actively pursued to purchase any additional technology components for student use while at home. For further information, please see the following link:
 - [Instructional Resources Sub-Committee Report](#)
 - [Technology Distribution Process](#)
 - [Park & Learn Locations](#)
 - [WiFi Resources for Students](#)

4. Student Services Sub-Committee

- This sub-committee will serve to develop better systems to address the social-emotional well-being of our students. In addition, they will work to address any parent concerns with special education, 504 services, bilingual/ESL, GT, and PK.. Please see the following action steps regarding these services:
 - [Student Services Action Steps](#)

5. Business Continuity Sub-Committee

- This sub-committee will maintain consistency in all business functions pertaining to Human Capital, finance, and legal concerns and advise the Re-Entry Design Team on further processes or updates to ways in which these areas impact their operations.
 - [Business Continuity Re-Entry Plan](#)
 - [Guidance for supervisors](#)
 - [Guidance for employees](#)
 - [Guidance for employee absences](#)
 - [Guidance for supervisors re: COVID absences](#)
 - [General Re-Entry Guidance](#)

6. Extra Curricular Activities Sub-Committee

- This sub-committee will advise on processes related to UIL activities and any other extra-curricular activities to further advise on processes for continued activities while maintaining safety measures.
 - [Re-entry responsibilities of staff and students](#)
 - [Re-Entry Athletic Plan](#)
 - [Re-Entry Extracurricular Travel Plan](#)

7. Virtual Learning Sub-Committee

- This sub-committee will develop a virtual option for students who elect to remain virtual for all or part of the 2020-2021 school year and is a separate option from any virtual requirements placed upon students in a “closed” or “hybrid” model.

- Asynchronous model - 100% remote learning. Designed for the family who is looking for a long-term virtual learning environment for their child.
- Parents may elect this option Pre-K - 12
- Learning Management System
 - Google Classroom
- Grading policies must be the same as regular school
- ADA Full Day Funding qualifications:
 - To qualify for full-day funding:
 - Students must demonstrate engagement
 - Progress in Learning Management System
 - Progress through teacher/student interactions
 - Turning in an assignment on that day
- Curriculum - The curriculum will match that of all other district models.
- Staff - The goal is for teachers from each campus to be instructing the students from that campus. The MOA is being setup as a “program” under each campus. There could be circumstances where this is not feasible due to low campus interest on the part of students or staff.
- Plan must be submitted to the school board and Texas Education Agency for approval
- Resources
 - [Midland ISD Teaching Digitally Guidebook](#)
 - [Virtual Learning Comparison Chart](#)
 - [Midland ISD Online Academy FAQ's](#)
 - Application Process - [Apply Midland FAQs](#)
 - Apply Midland for 1st 6 weeks - Open August 3 to August 14.
 - After the 1st 6 weeks then campuses will handle requested entries and exits through a district designed Google form which will be posted on each campus webpage. There will be a window for parents requesting to move from Online Academy to on-campus instruction or On-campus instruction to Online Academy each 6 wks.

For the 2nd 6 wks	For the 3rd 6 wks	For the 4th 6 wks	For the 5th 6 wks	For the 6th 6 wks
9/7 - 9/18	10/19-10/30	11/30-12/11	1/25-2/5	3/15-3/26

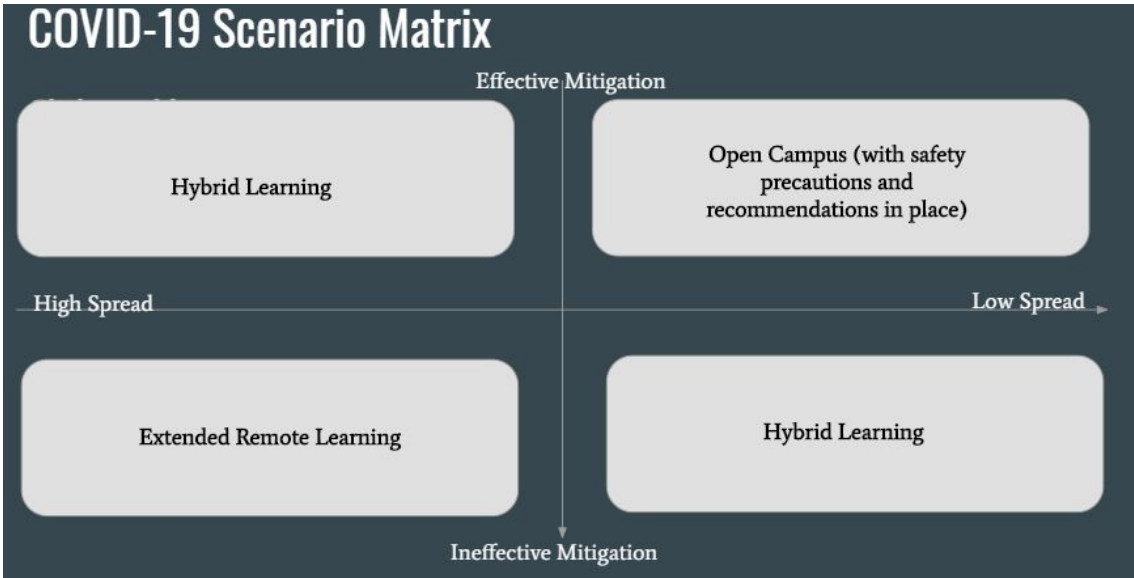
RE-ENTRY MODELS

When determining re-entry models, we must consider the following parameters and assumptions:

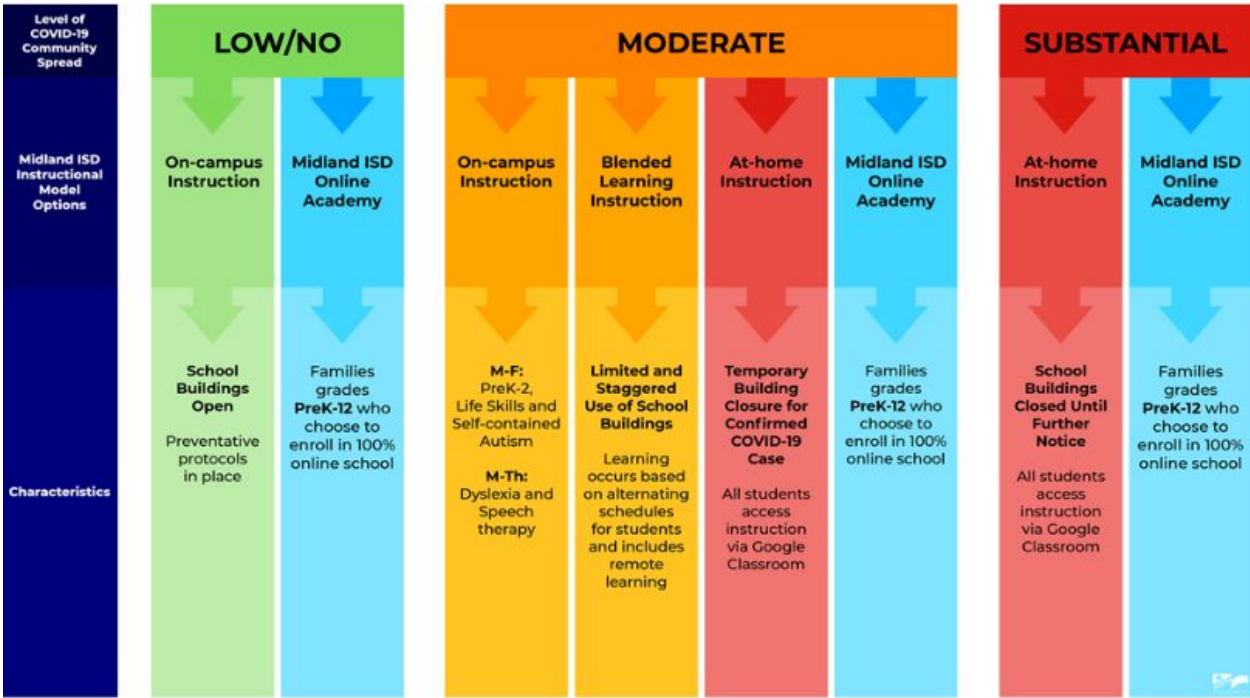
1. Any plan we implement must align with the Texas Education Agency guidelines.
2. We do not know what the educational/governmental guidelines will look like in August, nor do we know how frequently they will change.
3. Maintain the current staff while reducing the number of students who occupy the building simultaneously.
4. We will maximize the number of students who can be physically at school for face-to-face instruction.
5. We will offer innovative opportunities for students who benefit from virtual options.

- 6. We can establish district-wide structures while allowing flexibility to meet the unique needs of our campuses and communities.

COVID-19 Scenario Matrix: The following scenario matrix will guide any changes to the current plan:









Based upon the level of COVID-19 spread at the time school resumes, the following plans have been developed:



On-Campus Instructional Model

If conditions regarding COVID-19 allow us to return all students to campus at one time in Fall 2020, you can expect school to take the form of *On-Campus Instruction*. This would happen under a *Low or No* level of COVID-19 community spread. All families who prefer not to send their students to campus have the option to enroll in Midland ISD Online Academy.

On-Campus Instruction	
	Instruction <ul style="list-style-type: none"> • Face to face — To the extent possible, students maintain social distancing in classrooms.
	PPE <ul style="list-style-type: none"> • Students encouraged to use face mask/covering. • Temperature checks taken at entrances.
	Cleaning/Sanitizing <ul style="list-style-type: none"> • Routinely use hand sanitizer and wash hands.
	Meals <ul style="list-style-type: none"> • Brown bag lunches taken to classrooms
	Transportation <ul style="list-style-type: none"> • Temperature checks prior to entering bus. • Buses maximize fresh air exchange. • Touch surfaces regularly wiped down. • Cleaning and sanitizing daily.
	Virtual Option: Midland ISD Online Academy <ul style="list-style-type: none"> • Students can choose to attend school 100% online.



Blended-Learning Model

If conditions regarding COVID-19 allow us to return a portion of students to campus at one time, you can expect school to take the form of *Blended Learning Instruction*. This would happen under a *Moderate*

level of COVID-19 community spread. All families who prefer not to send their students to campus have the option to enroll in Midland ISD Online Academy.

Blended Learning Instruction		
Monday	A Group (A-L) In-person	B Group (M-Z) Virtual
Tuesday	B Group (M-Z) In-person	A Group (A-L) Virtual
Wednesday	A Group (A-L) In-person	B Group (M-Z) Virtual
Thursday	B Group (M-Z) In-person	A Group (A-L) Virtual
Friday	All students participate in at-home instruction	

Students attending each day Monday through Friday:

PK-2, Self-contained Life Skills classes, Self-contained Autism

Students attending each day Monday through Thursday:

Dyslexia instruction (only for duration of dyslexia intervention session), speech therapy (only for duration of speech therapy session)

Students in A group: Last names (A-L)





Students in B group: Last names (M-Z)


Campuses will work with families with students who have different last names to ensure all students from that family attends on the same day.



At-Home Instruction

If having students return to campus poses a significant risk to public health, or closures are mandated by a local, state, or national authority, you can expect school to take the form of *At-Home Instruction*. This would happen under a *Substantial* level of COVID-19 community spread.

At-Home Instruction	
	Instruction <ul style="list-style-type: none">• Classes delivered via Google Classroom.
	Technical support <ul style="list-style-type: none">• Wi-Fi hotspots and Chromebooks at home.
	Feedback <ul style="list-style-type: none">• Beyond-class, ongoing support.
	Meals <ul style="list-style-type: none">• Grab and go.



CHILD CARE

Child Care Opportunities for School-Aged Children

Child care will be available during the summer through Right at School at Parker Elementary and Santa Rita Elementary. Children of district employees who work throughout the summer will be prioritized. The following measures will be taken to ensure safety:

PPE for Child Care

All staff are wearing masks (RAS provided) any time they are on site whether they are around the children or not. Gloves are available for situations that require it (food service, etc) but are not required to be worn throughout the day.

Ratio of Students to Teacher

During a normal program, Right at School keeps all of the children in one large space (gym, cafeteria, etc) at a ratio of 1 teacher to 17 students with group sizes up to 60 +. For any camps we are now running during this time, we have made several adjustments. **Ratio is now 1 teacher to 10 students** to keep the total group size at 10 per CDC guidelines. The children are kept in the same group of 9 students for the duration of camp so there is no cross-contamination between groups of children. Additionally, the same staff will be with the same children daily. If we were to have 50 students enrolled, we would request 5 spaces that we could utilize throughout the school so each group would have their own designated space.

Sanitation Products and Processes

Right at School would utilize district provided cleaner or RAS provided Lysol (or equivalent product). All frequently touched surfaces (door handles, chairs, tables etc) are sanitized hourly and as needed.

Process for cleaning tables: Clean with soap and water, rinse with water, spray with disinfectant, let sit for 2 minutes (or as otherwise stated on bottle directions), wipe clean.

Staff and children's hands are washed hourly and as needed in between (after bathroom, before eating, coming inside from outside).

Sanitizer provided for anytime needed or when hand washing is not immediately available.

Processes for Routine Medical Checks for Staff and Students

Children and staff will complete a health assessment (see attached) and have their temperature checked before entering program every day. If a temperature above 100.3 is registered, they will not be permitted into program and will require a 72 hour fever-free period before being allowed back into program.

Additional Efforts to Ensure Student Safety

No one is permitted to enter program premises other than employees and children participating in program. This includes parents and siblings of enrolled children. Parent pick up and drop off has been modified as follows:

- Drop off: Staff will be placed outside of program to accept incoming students. Parents will pull up to the curb, staff will take the temperature of the child and complete a health questionnaire **before** allowing them to join program.
- Pick up: Parents will call program phone to inform staff they are picking up their child. Staff will walk child to parking lot and verify the person picking up is an authorized person

Playgrounds will not be utilized during program due to inability to keep sanitized.

Children will be allowed access to outdoor open space (such as a field) with a ball or other activity that they have checked out from their teacher and will use themselves. Any activity where equipment is touched by another will not be permitted. When the children come in from outside, any materials they used will be sanitized and prepared for the next group of children.

Each child will have an individual bin assigned to them that will hold individual sized crayons, pencils etc so there will be no sharing of materials. Additional pieces will be added such as individual bags of legos or other supplies for that day's lesson/activities. The program won't be utilizing board games or any other shared materials.

Social distancing will be in effect.

Throughout all instructional models, Right at School will serve as an option for parents who are in need of childcare. Right at School is not intended to serve as the student's education. Midland ISD will continue to provide education throughout any model. Right at School is intended solely as an option for parents who wish to participate in this childcare service.