

**Hinds County School District
An Overview of Reopening Plans for the
2020-2021 School Year**

**NEW NORMAL
SOCIAL DISTANCING**



REOPENING HINDS COUNTY SCHOOL DISTRICT SY 2020-2021

Introduction

Hinds County School District (HCSD) has been busy planning for what the return to school will look and feel like for our students, staff, and families. Ensuring the health and safety of our school community continues to be our top priority as we plan for the 2020-21 school year. With this in mind, HCSD's Re-entry Task Force has thoroughly reviewed the current guidance from state and national public health officials and identified promising practices that will support a safe reopening of our schools. Our work has been informed not only by guidance from federal, state and local entities and experts, but also by the many students, parents and community members that have engaged in this process through participating in the task force, sharing their thoughts during contact with school leaders, and using Re-entry Hotline communication platforms.

We are committed to ensuring health and safety for all of our students, faculty, and staff.

As we understand more about COVID-19, our plans may evolve, but we are committed to these guiding principles:

- **Maintaining the health, wellness, and safety of the entire school community**
 - Compliance with recommendations from the CDC and MSDH
 - Preparedness for responding to local, state, and federal orders
- Committing to developing equitable and innovative re-opening approaches that meet the academic and social-emotional needs of all students
- Supporting all staff to adapt and respond to the instructional needs of all students
- Sustaining open communication with the HCSD community

As we continue to navigate these uncharted waters due to COVID-19, the district is taking additional steps to support our students, teachers, schools and community. The leadership of the Hinds County School District has outlined these five areas for planning for re-entry:

1. Operations (Encompasses MDE's Health and Safety)
2. Academic Programming
3. Student, Family, and Staff Support Plan (Encompasses MDE's Family and Community Support & Communications)
4. Technology / Learning Management Systems
5. Professional Development

Academic Calendar

We will tentatively begin the school year on August 10, 2020 for the 2020-21 school year (See *Appendix A* for the board-approved district calendar). We have removed the traditional Fall Break to extend our Parent Conference time. If we need to suspend classes due to health and safety conditions, teaching and learning will continue online. For the most updated information, please refer to our COVID-19 webpage on the district website. We are looking forward to welcoming students and families on the first day of school.

Instructional Continuity

HCS D will ensure we are ready to transition smoothly between on-campus teaching and learning, at-home teaching and learning, or a combination of these two approaches, as our local COVID- 19 conditions change. To keep students and staff safe while at school, social distancing measures will be put in place. This may include having fewer numbers of students on campus each day and requiring students and staff to wear a mask/face covering.

We are committed to ensuring all students receive the support and services they need. We understand the importance of choice for families and will allow families to choose the option of 100% at-home distance learning provided that they are able to meet the provisions outlined by the Mississippi Department of Education.

The primary objective of this Instructional Continuity section is to provide guidance and support for continued instruction across each of the scenarios we will face in the fall of 2020 and beyond, which include:

1. **Scenario #1: Traditional Schedules** will be provided in PK-8th Grade ([All students are attending school in-person](#))
2. **Scenario #2: Hybrid Schedules** will be provided in 9th – 12th Grades ([Students attend in-person on assigned days and are virtual on assigned days.](#))
3. **Scenario #3: Distance Learning/ Virtual Schedules** will be provided for students deemed by physicians as being “medically fragile” and for other students whose parents request such a schedule and commit to support it. ([Students “log into” and join their classrooms 5 days per week, strictly adhering to the schedule followed by the traditional students.](#))

This section includes information on the roles of students, teachers, and families for distance learning, as well as the different options teachers have for content delivery. This section also outlines the District’s expectations for the amount of time students participating in distance learning/virtual schedules will need to devote to schooling each day and throughout the week. We have also provided information on the resources that are available for students and teachers to use during this time.

We have included information about the District’s communications platform of choice, Google Classroom, which is provided through the HCS D’s Google Accounts and accessible through the [Clever portal](#). This technology enables teachers and students to communicate securely. We have also shared information about Zoom Video Conferencing, which will be used for video and audio conferencing. Teachers will use the District’s Remind account as a private mobile messaging platform to help teachers, parents, students, and administrators communicate with the entire school community, small groups, or individuals. We have also started to use [Flip Grid](#), which is a tool teachers may use to send brief video messages to students and parents via Remind or Google Classroom.

The District will continue to offer teachers opportunities for professional development in alignment with needs as time, situations, and responses develop.

How will the 2020-2021 schedules look for students?

- TRADITIONAL IN-PERSON SCHEDULE FOR PK – 8TH GRADE
 - Attend school 5 full days per week
 - Reduced class sizes (approximately 18 students per class)
 - HCSD will follow public health guidelines for safety while students are together in school

- HYBRID MODEL FOR 9TH – 12TH GRADES
 - A / B Days
 - Students attending in-person on alternating days in order to reduce class sizes
 - Electives delivered through distance learning
 - Extracurricular activities will be held after school hours

- FULL DISTANCE LEARNING / VIRTUAL

Available for students who fall into one of two categories. #1 – Those students who are deemed as “medically fragile” with a physician’s order. #2 – Those students whose parents request a distance learning model. In both cases, parents **MUST** be able to meet the provisions outlined by HCSD which include the following:

 - ✓ Strict adherence to the traditional schedule would be followed by students 5 days per week.
 - ✓ Families must have high speed Wi-Fi access available in their homes that will allow all students in the household to work online simultaneously for a minimum of 5 hours per day if choosing this option. *A reliable, high-speed internet connection should be at least DSL (Digital Subscriber Line) with minimum speeds of 3 to 8 Mbps. Dial-up and satellite internet do not qualify as high-speed internet. The Federal Communications Commission’s (FCC) [Household Broadband Guide](#) provides recommended service for basic, medium, and advanced use. Based on the FCC guidelines, you will need basic service (3 to 8 Mbps) for one child participating in virtual learning activities, medium service (12 to 25 Mbps) for two or three children, and advanced service (25 Mbps or higher) for four or more children.*
 - ✓ Students will “log into” their classroom, which will be broadcast via Google Meet and/or Zoom sessions. Attendance will be taken for each period, and students are required to be fully present and engaged at all times.
 - ✓ Parents will transport students to the school for proctored assessments as scheduled by individual schools. These assessments will take place *at least* twice per month.
 - ✓ Students who select this option must complete a 9-week session before switching to a different pathway (i.e., traditional in-person or hybrid).
 - ✓ Distance learning/virtual students **will be held to the same expectations for work submission and grading guidelines as traditional students.**

If at any point, the school or district deems that distance learning/virtual is not the most effective learning approach for a student, a conference will be held with the parent and school principal to determine a potential change of pathway. Please know that these models will be adjusted as we continue to receive guidance from federal, state, and local governing bodies and feedback from our staff and parents.

How will instructional content be delivered?

Instruction will be provided in the following delivery methods.

1. **TRADITIONAL TEACHER-DIRECTED INSTRUCTIONAL MODEL IN GRADEK PK – 8TH** (Via collaboration and communication tools)
 - Implementation of the HCSD Instructional Pacing Guides
 - In-person instruction daily
 - Utilization of Google Classroom as an instructional tool (grades K- 12)
 - Use of teacher-selected materials (e.g., digital links, print materials, district-adopted textbooks)
 - Instruction provided through district-licensed online content resources (e.g., Edgenuity, i-Ready, Waterford, Algebra Nation, etc.)
2. **HYBRID INSTRUCTIONAL MODEL IN GRADES 9TH – 12TH** (Combines teacher-directed instruction, whether in-person or distance, with digital content)
 - Implementation of the HCSD Instructional Pacing Guides
 - In-person instruction at assigned times
 - Use of teacher-selected materials (e.g., digital links, print materials, district-adopted textbooks)
 - Instruction provided at assigned times in recorded or live sessions through digital platforms such as Flip grid “shorts” which are uploaded into Google Classroom, Google Meet, and Zoom sessions
 - Instruction provided through district-licensed online content resources (e.g., Edgenuity, i-Ready, Waterford, Algebra Nation, etc.)
 - Student communication via Remind accounts (mobile devices) and/ or HCSD Student Gmail accounts and Google Classroom
3. **DISTANCE LEARNING/VIRTUAL ISTRUCTIONAL MODEL** (Student logs into classroom from home at same schedule as in-person students running a traditional schedule)
 - Implementation of the HCSD Instructional Pacing Guides
 - Distance Learning/ Virtual instruction daily as students log into their live classrooms via Google Meet or Zoom
 - Utilization of Google Classroom as an instructional tool (grades K- 12)
 - Use of teacher-selected materials (e.g., digital links, print materials, district-adopted textbooks)
 - Instruction provided through district-licensed online content resources (e.g., Edgenuity, i-Ready, Waterford, Algebra Nation, etc.)
 - Instruction provided through district-licensed online content resources (e.g., Edgenuity, i-Ready, Waterford, Algebra Nation, etc.)
 - Personalized instruction through menu-driven activities allowing for self-pacing, monitoring of student time on task and task completion
 - Student communication via Remind accounts (mobile devices) and/ or HCSD Student Gmail accounts and Google Classroom for students in grades 9-12

What instructional pacing will be followed?

The HCSD Instructional Pacing Guides are written in the traditional face-to-face delivery mode. The Curriculum and Instruction Team will provide guidance regarding pacing guides in order to meet the demands of other modes of delivery at the point they become the norm. (Ex. Hybrid in-person/virtual; All virtual)

How much time will students spend engaged in distance learning each day?

In order to best support distance learning for students, we have developed general recommendations

for how long a student should spend with each content area and activity. The time on task recommendations are approximations. Each student's teacher(s) will provide precise times that Distance Learning/Virtual students will be expected to log into their classrooms. You will receive your child's schedule from your assigned school at the beginning of the school year. (See Appendix B)

What are the roles of all parties involved in supporting distance learning?

Students:

- Log into your classroom at the appointed times. Your teacher(s) will provide your schedule.
- Remain in the classroom, engaged and on-task at the same level of the students who are in-person in that classroom – your classmates.
- Ensure you know your usernames and passwords for instructional resources that are accessible via the district portal and/or website.
- Identify a comfortable and quiet space to learn and study.
- Submit all assignments by due dates established by your teacher(s).
- Report to campus for benchmark assessments three times per year and a minimum of twice monthly in order to take bi-weekly formative assessments.

Teachers:

- Develop high quality distance learning lessons/assignments for students that address course standards/benchmarks while balancing online learning, volume of work assigned, and student/teacher interaction.
- Use best practices and strategies for English Language Learners (ELL) and provide appropriate accommodations for Students with Disabilities and students with Section 504 plans, to the extent practical.
- Observe established Daily Instructional Agenda hours during the regularly scheduled workday that include, but are not limited to, communicating with and providing feedback to students, facilitating online learning inside Google Classroom and computer assisted software such as i-Ready, providing direct interactive instruction in Zoom sessions, and answering student questions.
- Provide instructional resources and materials through digital learning means such as Google Classroom, envision Math (Pearson Realize), i-Ready, Waterford, Edgenuity, etc.
- Communicate regularly with parents regarding expectations and student progress; if students are not engaged in the lessons and assignments, teachers should contact parents the school counselor.

Families:

- Ensure high speed internet access is available at home and that each student is able to log onto their classroom for a minimum of 5 hours as outlined in your child's daily schedule. *Note: HCSD will assign a device to each student.
- Monitor District communications for up-to-date information.
- Ensure your child knows their usernames and passwords for instructional resources and encourage their participation in distance learning offerings.
- Maintain communication with your child's teachers and school counselor(s).
- Engage your child in conversations regarding assignments.
- Monitor time spent engaging in online and offline learning.
- Support your child's emotional balance by providing time for physical activity and play.

Who do we contact in the HCS D Technology Department for distance learning support?

Tool	Use	Point of Contact for Technology Support
Remind	Communication <ul style="list-style-type: none"> ➤ Principal to staff ➤ Teachers to parents and students 	Lisa Jones https://calendly.com/ljones-19 601-954-5353
Google Education Suite	Support Instruction <ul style="list-style-type: none"> ➤ Google Classroom ➤ Google Meets which teachers use to provide direct virtual instruction to students ➤ Google Slides ➤ Google Forms ➤ Google Docs 	Kimberly Kuykendall https://calendly.com/kkuykendall-1 601-876-1266
Zoom	Interactive Online Instruction <ul style="list-style-type: none"> ➤ Video and audio-conferencing tool ➤ District use for staff conferences 	Dr. Cynthia Wallace https://calendly.com/drcwallace 601-460-4506
Google Accounts	Username & Passwords <ul style="list-style-type: none"> ➤ Teachers ➤ Students 	Margaret Brown https://calendly.com/mabrown 601-857-7010
SAMS	Passwords <ul style="list-style-type: none"> ➤ Teachers ➤ Parents 	Cheryl Johnson https://calendly.com/chejohnson-2 601-857-7022
Calendly	Staff <ul style="list-style-type: none"> ➤ As needed for tech assistance 	Margaret Brown https://calendly.com/mabrown 601-857-7010
i-Ready & Waterford	<ul style="list-style-type: none"> ➤ Staff - Troubleshooting ➤ Students – help logging on and questions 	Renee Myers https://calendly.com/rmyers-5 601-857-7010
Clever	Username & Passwords <ul style="list-style-type: none"> ➤ Teachers ➤ Students 	Lisa Jones https://calendly.com/ljones-19 601-954-5353

Health Protocols

COVID-19 is a disease caused by the virus SARS-CoV-2. The virus is thought to be spread easily from person to person, mainly through respiratory droplets. Identifiable symptoms include cough, shortness of breath, fever, new loss of taste or smell, chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. At present, there is no treatment or vaccine available. To mitigate spread in our school community, we will identify possible cases, isolate positive cases, and conduct contact tracing in collaboration with the Mississippi State Department of Health (MSDH).

The best way to prevent illness is to avoid being exposed to this virus. Here are some ways the virus is thought to be spread:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land on nearby surfaces or in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Our parameters and protocols are based upon recommended preventive measures issued from the public health community. Follow these CDC guidelines to protect yourself and others:

- Stay at least six feet from other people.
- Cover your mouth and nose with a cloth face cover when around others.
- Avoid close contact with people who are sick, even inside your home.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit. Throw used tissues in the trash.
- Clean and disinfect frequently touched surfaces daily.
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Take your temperature if symptoms develop.

As we return to campus, the district is taking precautions to protect our entire community, including all vulnerable individuals. Each person is expected to commit fully to protecting our school community's collective health and well-being.

How do we determine when a student or staff member should be quarantined?

Students and employees will be asked to self-quarantine if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC guidance that is not otherwise explained:

- A fever of 100° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain

Headache
Sore throat
Loss of taste or smell

What types of screening will be implemented?

The HCSD has implemented screening protocols for anyone that enters District buildings, which may include asking questions about symptoms and examining people who appear healthy and asymptomatic. We will also communicate information to parents and employees about the symptoms of COVID-19 and require them to self- screen prior to coming to school. Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and, if they do come to school, they will be sent home immediately.

- ***Temperature-Based Screening***

HCSD will require employees to take their own temperatures and report them to a supervisor prior to coming to school each day. The District is requesting that parents and students do the same. Student temperatures will be checked prior to their entering the building.

- ***Medical Inquiries***

Given the nature of the pandemic, HCSD will make additional medical inquiries of staff and students than we otherwise would have. Please note that federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given by federal agencies.

If a parent tells the HCSD that a student is ill, we may ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, we will inquire as to whether the employee is experiencing any COVID-19 symptoms. We may take the temperature of students, employees and visitors to District or school property on a random basis or in situations where there is reason to believe that the person may be ill. If someone is sneezing or coughing, he or she may be asked to self-quarantine to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill, we may make additional inquiries and may ask that individual to self-quarantine.

What will happen when a student or employee returns to school after returning from self-quarantine?

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. ***Tested.*** Students, teachers, or staff members who have experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
 - a. Fever-free for 48 hours without the use medicine that reduces fevers;
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. They receive a release to return to school from their physician.
2. ***Tested with no symptoms.*** Students, faculty, or staff members who have not had symptoms but test positive for COVID- 19 may return when they have gone seven (7) calendar days without symptoms and have been released by a health care provider.

What happens with siblings or other students in the household of an employee or student who has been asked to self-quarantine?

If a student or employee asked to self-quarantine due to COVID-19 symptoms or has had a positive COVID-19 test, individuals living in the same household will be questioned, and, if they exhibit symptoms, they will also be asked to self-quarantine. We may also ask an individual to self-quarantine if they are not exhibiting any symptoms to maintain the health and safety of our school community.

How will HCSD respond after a student, faculty, or staff member has been asked to self-quarantine?

As soon as the HCSD becomes aware that a student or employee may have COVID-19 or has been recommended to self-quarantine, the custodial staff will thoroughly disinfect all desks and workspaces that individual may have come into contact with. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and will restrict access to these areas so that others do not have contact. However, if these restrictions are not possible or school is in session, the cleaning will occur immediately.

How will students/ staff be separated while in school if exhibiting symptoms?

Each school will have a room or space separate from the nurse's office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pickup. Only essential staff and students assigned to the room may enter. Each person who enters the room will sign in to create a record for potential contact tracing, and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff will wear appropriate personal protective equipment (PPE). Students who are ill will be walked out of the building to their parents.

How will students with pre-existing physical needs be cared for?

Each school will designate a location (a Care Room) separate from the nurse's office for the care of students with special care needs such as suctioning, tube feeding, and nebulizers to minimize exposure to students who might be ill. The room will be disinfected frequently, and all staff members present will wear appropriate PPE.

What will happen when there is a confirmed case of COVID-19 in the school building?

When there is confirmation that a person infected with COVID-19 was in a school building, the HCSD will contact the local health department immediately. The HCSD will notify parents, students, and employees of close contacts to inform them of the confirmed case of COVID-19 and encourage cooperation with the HCSD and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the health department.

Are face masks required?

The HCSD will require all employees, students, and visitors to wear masks or face coverings while on school property to minimize spread of COVID-19. In addition, persons who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) may be asked to leave. Everyone is required to wear a mask, face covering, and/or PPE in the school building unless it inhibits the person's ability to perform his or her job, inhibits a student's ability to participate in the educational process, or is disruptive to the educational environment.

Employee Responsibilities

All staff are expected to comply fully with the policies, protocols, and guidelines.

Must Do

- On or just prior to the first day of work on campus, employees must attest, confidentially and securely, that they are not experiencing COVID-related symptoms. Employees will affirm their understanding of the responsibility to self-monitor for any symptoms each day before reporting to work, and to adhere to current district's-established protocols and procedures based upon public health guidance (See *Appendix C*)
- Wear a face mask or face covering at all times while in a shared workspace/room. Face masks/coverings are not required when people are outdoors unless they are seated within 6 feet of another person.
- Observe occupancy limits and avoid crowding of breakrooms.
- Stay abreast of district policies and communications regarding COVID-19 and public health recommendations.
- Take reasonable steps to comply with guidelines on sanitation from the Centers for Disease Control and Prevention and the Mississippi State Department of Health.
- If symptoms develop, stay home (or leave the workplace) and notify the supervisor.
- Report any safety and health concerns to your supervisors and/or appropriate representatives on campus.
- If you require some flexibility, speak with your supervisor to develop a plan that achieves work goals and meets your needs

Where Feasible

- Avoid using other employees' phones, desks, offices, or other work tools and equipment when possible.

Supervisor's Responsibilities

Must Do

- Plan and execute a phased return of employees to no more than 30% of the workforce at a time, staggering phases every 2–4 weeks up to for full return. Depending on the size and needs of the workforce, the percentage may vary.
- Encourage those with increased risk of severe illness or those over age 65 to continue working remotely, when possible. If remote work is not possible, vulnerable employees should be given duties that minimize their contact with visitors and other employees. Provide accommodations to enhance the protection of vulnerable employees. Examples include providing additional or enhanced personal protective equipment (PPE); placing physical barriers to separate the vulnerable employee from coworkers or the public; eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure; modifying work schedules; or moving employee workstations. Work with Human Resources to determine additional options, if needed.

- Review and discuss department-specific policies and protocols, including resources available the person to contact for any questions or concerns.
- Communicate often keeping in mind employee’s well-being/state of mind and being flexible within reason.
- Provide PPE, as called for by the work, to support increased environmental cleaning, and promote employee health care.
- Instruct employees not to use other employees’ workspaces or equipment.
- Post and promote District provided prevention posters and literature.
- Use provided checklist (See *Appendix D*) should an employee or student disclose they either tested positive for COVID-19, resides with someone who tested positive, or has been within 6 feet or less of someone who tested positive for longer than 15 minutes.

Where Feasible

- The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering arrival and departure times will reduce traffic in common areas to meet social distancing requirements to reduce the number of people in the workplace at the same time.
- Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, individuals should wear face mask/coverings and follow current guidance from the Governor, which is:
 - Group Gatherings (Social Distancing IS NOT Possible): Public and private social gatherings and recreational activities shall be limited to groups of no more than 20 people in a single indoor space or groups of no more than 50 people in an outdoor space where individuals are in close proximity (less than 6 feet) to each other.
 - Group Gatherings (Social Distancing IS Possible): Except as otherwise provided, public and private social gatherings and recreational activities shall be limited to groups of no more than 50 people in a single indoor space or groups of no more than 100 people in an outdoor space where individuals are able to maintain a minimum of 6 feet separation.
 - Encourage single occupancy in work rooms.

Parent Responsibilities

Practice and reinforce good prevention habits with your family

- All children are expected to wear face masks / face coverings, so parents should ensure students wear them to school.
- Wash the students' face masks / face coverings daily to further ensure cleanliness.
- It is advised that parents take their children's temperature before leaving home. School staff will meet students at their cars/buses in order to conduct temperature checks before allowing students to enter the building.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Keep your child at home if sick with any illness.

If your child is sick, keep them at home and contact your healthcare provider. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.

Be prepared if your child's school is temporarily dismissed

- Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.
- Read or watch local media sources that report school dismissals or stay in touch with your child's school.

Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.

Safety Protocols

HCSD continues to focus on the health and safety of our school community. We are designing health and safety protocols to minimize the exposure and spread of COVID-19 to students and staff, such as managing student and staff arrivals at school, maintaining safe social distancing, and increasing other healthy habits while in school buildings.

What health and safety measures will be implemented in our schools?

- Jackson Hinds Comprehensive Health Center clinics on each campus - COVID testing is available for staff and students
- Staff are trained on CDC guidance to reduce likelihood of COVID-19 transmission (Appendix A)
- Remove soft furnishings, soft toys, and toys that are hard to disinfect
- Conduct temperature checks and health screenings upon arrival for each student and staff daily
- All students, staff, services providers and visitors will be required to wear a mask/face covering at their own cost. The cover will need to fully cover the mouth and nose.
- Promote frequent 20-second hand washing practices among staff and students
- Hand sanitizer will be provided and frequently used in each classroom
- Disinfect commonly used surfaces and areas frequently
- Enhanced nightly cleaning in all schools
- Students stay in the same classroom and teachers rotate to classes as much as possible
- Arrange classrooms to ensure social distancing or provide plexiglass shield barriers between student seating areas when social distancing is not possible
- Strict social distancing in hallways and common areas
- Place tape markings demonstrating 6-foot social distancing in all common areas and walkways
- Meal served in the classrooms or outside when weather permits – no large groups in a cafeteria setting
- Running buses at reduced capacity – maximum of 30 students per bus
- Identify isolation space for students who do not pass arrival screenings and/or become ill with COVID-19-related symptoms and must wait for parent pick up
- Require students and staff to stay home if they, or anyone in their household, have tested positive for COVID-19 and/or are showing any symptoms
- Bipolar Ionization will be mounted inside the HVAC systems, which has been proven 99.4% effective against SARS-CoV2—the virus that causes COVID-19. This technology cleans the air and surfaces without the use of chemicals, heavy metals or mercury, and produces no harmful by-products such as ozone or ultra-violet light.

Physical Environment Safety Protocols

HCSD is working to ensure we maintain the health, wellness, and safety of the entire school community. Our operations team is working with campus and district leaders to make certain that compliance with social distancing recommendations, PPE, and campus safety are aligned, and we are prepared to respond to local, state and federal orders. Each campus will:

- Provide each classroom with hand sanitizer and disinfectant cleansers
- Ensure all campuses have allotment of PPE and cleaning material on site each week
- Train all HCSD employees to follow health safety protocols
- Provide all campuses with no-touch thermometers
- Implement daily health screenings for all students prior to entering campus
- Implement a system to signify students who have had their daily health screening
- Modify daily cleaning schedules to ensure each space is sanitized and disinfected multiple times a day
- Enhanced cleansing nightly deep cleaning

Transportation Safety Protocols

HCSD's transportation scheduling team will collaborate with campuses to determine family transportation needs and coordinate bus routes based on route capacity and needed accommodations. Safety remains at the forefront of this effort. The current transportation safety protocols are outlined below:

- Transportation will be provided, but social distancing will be harder on buses. For this reason, we encourage parents to use private transportation if possible.
- Implement procedures for health check of employees
- Practice HCSD's Protocol/Precautions for COVID-19
- Bus drivers will wear a face mask/covering at all times while driving the bus.
- Face coverings will be mandatory when students enter and during transport.
- Upon exiting the bus, students should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their face mask/covering.
- Hand sanitizer will be provided on the buses
- Bus drivers will use disinfectant wipes to wipe down handrails, bars, seats, and other frequently touched surfaces frequently throughout the day.
- Students will be seated starting at the rear of the bus and will exit starting from the front of the bus
- Keep windows open at all times or as much as possible

We will also work closely with local after school care programs who will pick up students from school at the end of each day to implement appropriate safety measures. However, it should be noted that all safety measures for children are the responsibility of those facilities after students leave the school campus.

Child Nutrition Safety Protocols

In accordance with the Center for Disease Control (CDC) recommendations to ensure safety for students and staff, breakfast and lunch will be offered in the classroom at all HCSD schools for the 2020-2021 school year. Protocols for safe and sanitary meal service will be put in place at all schools. These protocols include:

- Require food service staff to have their temperature checked and go through a health screening each day
- Require food services staff to wear facial coverings and gloves during all food preparation and service
- Ensure teachers and staff assisting with meal distribution in the classroom wear facial coverings and gloves
- Students will pick up a pre-packed breakfast when they enter the building each morning
- Pre-packed lunches will be delivered to classrooms or picked up by students who are eating outside
- Implement hand washing with soap and water for 20 seconds by students and staff before and after meal service (hand sanitizer may be used when soap and water is not available)
- Sanitize the food serving table prior to, during, and after each meal service
- Maintain 6 feet of distance between staff and students during meal service
- Do not allow sharing of desks/tables or food
- Do not allow saving of perishable food items for consumption at a later time

School Health Services Protocol

Jackson Hinds Comprehensive Health Center will operate clinics at each school. Jackson Hinds is dedicated to meeting the health care needs of the school community and will continue serving students, faculty, and staff via in-person and virtual visits.

- For Student and Employee health, appointments must be made by phone. To protect patients and to adhere to public health guidance, walk-ins will not be allowed unless the student or staff member is already at school. All patients will be screened by phone to limit potential exposure before an in-person or virtual visit is scheduled. Modifications to Health Services physical space and adjustments to the workflow have been implemented to maintain social distancing.

COVID-19 Testing

- Students, faculty, and staff who develop symptoms of COVID-19 or who have been exposed to someone suspected of or confirmed with COVID-19 should call Jackson Hinds Comprehensive Health Services at **601-362-5321** or contact their medical provider immediately. At Jackson Hinds Comprehensive Health Services, a provider will assess and determine if you need to be tested at the clinic.

- You will be asked to quarantine until you receive your test results from a Health Care provider. You will be given instructions for what to expect next along with CDC guidance for at home care.

Reporting COVID-19 Positive Cases

- Employees must report positive tests to their supervisors.
- Parents must report positive tests to principal.
- The District COVID-19 Response Task Force will be activated to communicate with the MSDH and appropriate campus departments to ensure that proper safety precautions, including but not limited to, contact tracing, isolation procedures, and disinfecting of workspaces/departments can be conducted.
- The anonymity and confidentiality of persons with COVID-19 will be protected, and their identity will not be disclosed publicly.

Travel Protocol

This information will be updated as CDC guidance changes.

- All school-affiliated international and domestic travel is prohibited until further notice.
- All personal international travel is strongly discouraged.

Athletics / Extracurricular Activities Protocol

The planning for the fall has involved two phases. The initial focus involved the parameters and protocols required to support a return to campus for voluntary workouts for student- athletes and coaches competing in fall sports and Athletics Department staff.

Athletics planning has expanded to focus on events, based on guidance from the CDC, MSDH, state and local authorities, and other government agencies. Athletics is working hard to ensure our stadiums can accommodate student athletes, fans, and game personnel while adhering to the recommendations by experts. Final decisions regarding fall sports will be forthcoming, and those decisions will be made in conjunction with the Mississippi High School Activity Association their member institutions. The HCSO Athletic Department’s Summer Workout Plan can be found in *Appendix E*.

*Students who enroll under the Distance Learning/Virtual option will not participate in extracurricular activities.

Communication Protocol

Throughout this process, hearing from multiple viewpoints has been a priority, and sustaining open communication with the HCSO community is one of our guiding principles. We have received valuable feedback from stakeholders through surveys, phone calls, and planning communities. We included parents, staff, and community members in our Advisory Group who reviewed our plans and provided feedback. Community members included doctors, nurses, and HCSO partners.

We will continue to encourage parents, teachers, students, and community members to share their concerns and ideas with us throughout this process. We recognize as we learn more about COVID-19 and our guidelines from local, state and federal agencies change, so may your plans for the 2020-2021 school year.

Our Hotline will remain open to receive your questions and feedback. As the virus and guidelines change, we will adjust to keep our community safe. For the most updated information, please refer to our [COVID-19](#) webpage.

We will continue to use the Remind app as a means of communicating two-way messages to parents as well as sending short videos and messages to students as warranted.

Remind

<https://www.remind.com/resources/admin-onboarding-guide/>

5 STEPS to Google CLASSROOM AND REMIND

1

CLASSROOM.GOOGLE.COM

Go to the class website and log in with your Google Apps email login.

2

JOIN A CLASS

In the upper right, click on the “+” button to join a class. Enter the class code.

3

LOG INTO REMIND.COM

4

REMIND username and password

Username: teacher@hindsschools.com
Password: Hinds2020!

5

TEACHERS: Claim a rostered class.

STUDENTS: Accept the invitation.



Install the Google Classroom App



Download the Remind App

PRIVATE COMMENTS

For each assignment there is a **private** comment. Click on open and locate at the bottom of the assignment.

Use this to ask a question or have a conversation with your teacher to further your learning.

TECHNICAL SUPPORT

Available Monday through Friday from 7:30 am- 4:30 pm. Lunch is from 12pm- 1pm

RHS, RES, GRI, and BMS - 601-857-7019 or cwallace@hindsk12.ms.us

THS, CMS, GRE, and BEEMS - 601-857-7019 or kkuykendall@hinds.k12.ms.us

UES AND CTC - 601-857-7010 or mabrown@hinds.k12.ms.us

MSIS - 601-857-7022 or chalkablechejohnson@hinds.k12.ms.us

All things technology - 601-857-7010 or ljones@hinds.k12.ms.us

Appendix A

Hinds County School District

2020-2021 School Year Calendar – Approved Revised July 9, 2020

First Semester

First Day for Teachers.....	Monday, August 3, 2020
Virtual Convocation.....	Monday, August 3, 2020
Parent Conferences (By appointment only)	Tue., August 4 & Wed., August 5, 2020
First Semester Begins	Monday, August 10, 2020
Tentative First Day for Students.....	Monday, August 10, 2020
Labor Day Holiday (Schools and Central Office Closed)	Monday, September 7, 2020
First Term Test Window.....	Monday, Oct. 5- Fri., Oct. 9, 2020
First Term Ends	Friday, October 9, 2020

Fall Break/Columbus Day (Teacher and Student Holiday)	Monday, October 12, 2020
Columbus Day (All Students & Staff will attend school)	Tuesday, October 13, 2020

Thanksgiving (Teacher and Student Holiday)	Mon., Nov. 23-Fri., Nov. 27, 2020
Thanksgiving (Central Office Closed).....	Wednesday, Nov. 25-Fri., Nov. 27, 2020
Second Term Test Window.....	Monday, Dec. 14- Friday, Dec. 18, 2020
Last Day of Class for Students (60% Day for Students).....	Friday, December 18, 2020
Second Term Ends	Friday, December 18, 2020

Winter Holidays (Schools/Central Office Closed)	Mon., Dec. 21, 2020- Friday, Jan. 1, 2021
Winter Holiday Continued (No students/ Staff PD)	Monday, January 4, 2021
Second Semester Begins	Tuesday January 5, 2021
Martin Luther King, Jr. Birthday (Schools/Central Office Closed)	Monday, January 18, 2021
Winter Break (Teacher and Student Holiday)	Monday, February 15, 2021
Third Term Test Window.....	Monday, March 1- Fri., March 5, 2021
Third Term Ends	Friday, March 5, 2021

Spring Break (Schools and Central Office Closed).....	Monday, March 8-Friday, March 12, 2021
Easter Break (Schools and Central Office Closed)	Friday, April 2, 2021
Easter Break (Teacher and Student Holiday)	Monday, April 5, 2021

Fourth Term Test Window.....	Thursday May 20 th – Wed., May 26, 2021
Graduation	Tuesday, May 25, 2021
Last Day for Students (60% Day for Students)	Wednesday, May 26, 2021
Fourth Term Ends	Wednesday, May 26, 2021
Last Day for Teachers	Wednesday, May 26, 2021
Memorial Day (Schools and Central Office Closed)	Monday, May 31, 2021

* Monday, February 15th, Friday, April 2nd and Monday, April 5th may be used as inclement weather day, if needed. Otherwise, these days will be Fall and Easter Break. If more inclement weather days are needed, the calendar may be extended for the necessary number of days. Please plan family vacations based on this calendar.

Note: There will be **no** early release days during the 2020-2021 school term.

****Schools will dismiss on 60% days on December 18th and May 26th at 12:00/2:00 p.m.**

Appendix B
Sample Class Schedules for Distance Learning
(on following pages)

Content Delivery: Recommended Student Time on Task During Distance Learning Prekindergarten (Pre-K) (Standard Curriculum for Prekindergarten Distance Learning)



The following is a sample academic schedule for 4-year-old Prekindergarten students. Students should be engaged in academic and social-emotional activities for approximately 240 minutes daily. The remainder of the day could be spent playing, exercising, drawing, listening to music, etc. **Students will log into their classrooms at specific times provided by the teacher.**

Early Learning Domains*	Time on Task*		Prekindergarten Assignments (Early learning assignments should be based on hands-on active learning activities.)
Language & Literacy	90 min.	TIME:	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD’s Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Waterford Smart Start/Early Learning (one 20-minute session per day) <input type="checkbox"/> Independent story time (10-15 minutes daily)
Mathematical Thinking	60 min.	TIME:	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD’s Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Waterford Smart Start/Early Learning (one 20-minute session per day)
Scientific Inquiry/ Social Studies	30 min.	TIME:	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD’s Instructional Pacing Guide (Live in classroom)
Physical Development/ Creative Expression through the Arts	30 min.	TIME:	<input type="checkbox"/> Teacher lessons/assigned activities (Live in classroom)
Social and Emotional Development/ Enrichment/ Brain Breaks	30 min.	TIME:	<input type="checkbox"/> Social / Emotional activities (Live in classroom)





Content Delivery: Recommended Student Time on Task During Distance Learning

Elementary (K-1) (Standard Curriculum for Grades K-1 Distance Learning)

The following is a sample academic schedule for kindergarten & 1st grade students. Students should be engaged in academic and social-emotional activities for approximately 240 minutes daily. The remainder of the day could be spent playing, exercising, drawing, listening to music, etc. Students will log into their classrooms at specific times provided by the teacher.

Subject Areas*	Time on Task*	Time	K-1 Assignments*
Reading/Language Arts/Writing	90 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Kindergarten: Waterford Early Learning and complete one 20-minute session per day OR Log into i-Ready through Student Portal and complete 30 minutes twice each week of i-Ready online instruction in reading ** <input type="checkbox"/> First Grade: Log into i-Ready through Student Portal and complete 30 minutes twice each week of i-Ready online instruction in reading <input type="checkbox"/> Independent Reading
Mathematics	75 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Kindergarten: Waterford Early Learning and complete one 20-minute session per day OR Log into i-Ready through Student Portal and complete 30 minutes twice each week of i-Ready online instruction in math ** <input type="checkbox"/> First Grade: Log into i-Ready through Student Portal and complete 30 minutes twice each week of i-Ready online instruction in reading <input type="checkbox"/> Assigned fluency practice
Science, Social Studies, & SEL	35 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities (Live in classroom)
Special Areas Art, Music, P.E., and Library	20 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities (Live in classroom) <input type="checkbox"/> Exercise daily by completing one Move to Learn video for your grade level found at https://www.youtube.com/user/MovetoLearnMS
Enrichment/Brain Breaks	20 Min.	Time	<input type="checkbox"/> Play your favorite songs and dance for 3 minutes for a quick break. <input type="checkbox"/> Use your crayons, markers, etc. to draw or color your favorite things. <input type="checkbox"/> Draw a picture and write a caption explaining your picture.



All 1st graders work in i-Ready while Kindergartners are assigned to one or the other depending on their individual needs



Content Delivery: Recommended Student Time on Task During Distance Learning

Elementary (2 -5) (Standard Curriculum for Grades 2- 5 Distance Learning)

The following is a sample academic schedule for 2nd – 5th grade students. Students should be engaged in academic activities for approximately 270 minutes daily. The remainder of the day could be spent reading, exercising, drawing, coding, listening to music, etc. Students will log into their classrooms at specific times provided by the teacher.

Subject Areas*	Time on Task*		2-5 Assignments*
Reading/Language Arts/Writing	75 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD’s Instructional Pacing Guide (Live in classrooms) <input type="checkbox"/> Log into i-Ready through Student Portal and complete 30 minutes twice each week of i-Ready online instruction in reading <input type="checkbox"/> Independent Reading
Mathematics	75 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD’s Instructional Pacing Guide (Live in classrooms) <input type="checkbox"/> Log into i-Ready through Student Portal and complete 30 minutes twice each week of i-Ready online instruction in math
Science	45 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD’s Instructional Pacing Guide (Live in classrooms)
Social Studies/ SEL	45 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD’s Instructional Pacing Guide (Live in classrooms)
Special Areas Art, Music, P.E. and Library	30 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD’s Instructional Pacing Guide (Live in classrooms) <input type="checkbox"/> Exercise daily by completing one Move to Learn video for your grade level found at https://www.youtube.com/user/MovetoLearnMS



Content Delivery: Recommended Student Time on Task During Distance Learning

Middle School Grades 6 – 8 (Standard Curriculum for Grades 6-8 Distance Learning)

The following is a sample academic schedule for Middle School students in grades 6-8. Students should be engaged in academic activities for approximately 300 minutes daily. Students will log into their classrooms at specific times provided by the teacher.

Subject Areas*	Time on Task*		6-8 Assignments*
ELA (English Language Arts)	70 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Edgenuity through the Clever Portal and complete assigned online instruction in Language Arts <input type="checkbox"/> Log into i-Ready through the Clever Portal and complete 30 minutes twice each week of i-Ready online instruction in reading <input type="checkbox"/> Independent Reading
Mathematics	70 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Edgenuity or Pearson Realize through the Clever Portal and complete assigned online instruction in Mathematics <input type="checkbox"/> Log into i-Ready through Student Portal and complete 30 minutes twice each week of i-Ready online instruction in reading
Science	50 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Edgenuity through the Clever Portal and complete assignments as warranted.
Social Studies	45 Min.	Time	<input type="checkbox"/> Teacher lessons lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Edgenuity through the Clever Portal and complete assignments as warranted.
Career Exploration & SEL	30 Min.	Time	<input type="checkbox"/> Log into Clever Portal and complete assigned tasks inside Major Clarity (30 minutes 2 times per week) <input type="checkbox"/> Log into Edgenuity through the Clever Portal and complete assigned SEL lessons as warranted.
Electives	35 Min.	Time	<input type="checkbox"/> Teacher lessons/assigned activities (Live in classroom)



Content Delivery: *Recommended Student Time on Task During Distance Learning*

Secondary (9-12) (Standard Curriculum for Grades 9-12 Distance Learning)

The following is a sample academic schedule for High School students in grades 9-12. Students should be engaged in academic activities for approximately 300 minutes daily. **Students will log into their classrooms at specific times provided by the teacher.**

Subject Areas*	Time on Task*	9-12 Assignments*
ELA English Language Arts	*All courses will require that students log into the classrooms live at the regularly scheduled class period times. Each period is 75 minutes long.	<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Edgenuity through the Clever Portal and complete 30 minutes daily of online instruction in Language Arts <input type="checkbox"/> Independent Reading
Mathematics		<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Edgenuity, Algebra Nation, or Pearson Realize through the Clever Portal and complete online instruction as warranted
Science		<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Edgenuity through the Clever Portal and complete online instruction as warranted
Social Science		<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Edgenuity through the Clever Portal and complete online instruction as warranted
Academy Seminar Courses		<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom) <input type="checkbox"/> Log into Major Clarity through the Clever Portal and work on assigned tasks as warranted
Electives		<input type="checkbox"/> Teacher lessons/assigned activities using HCSD's Instructional Pacing Guide (Live in classroom)

Appendix C

HCSD Response Training for COVID-19

CDC/OSHA Guidelines for Schools and Workplace

Module 1: Purpose / Goal

This is a response level training designed to provide clear and actionable guidance for safe operations through the prevention, early detection, and control of Coronavirus Disease 2019 (COVID-19) in our schools and other educational facilities. Maintaining safe school operations or reopening schools after a closure requires many considerations but, if done well, it can promote a safe working environment.

Learning objectives: After attending, participants will be able to:

- Explain basic facts about COVID-19.
- Assess the risk of workplace exposure to COVID-19.
- Define key steps in worker protection and infection control.
- Identify methods to prevent and respond to COVID-19 exposure in the workplace.

Module 2: How COVID-19 Spreads

- There is currently no vaccine to prevent COVID-19.
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (**within about 6 feet**).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Module 3: Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms like nausea, vomiting, or diarrhea.

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning you.

Module 4: Before Returning to Workplace

- Every employee must self-check his/her temperature daily at home before reporting to work. If an employee's temperature is at or above 100 degrees, they should not report to work.
- If an employee is experiencing and/or exhibits symptom of COVID-19, he/she is not to report to work and should contact his/her building level administrator and their medical provider for directions.
- If an employee does not report to work for multiple days based on the previous stated reasons, his/her building level administrator should request that he/she be tested for COVID-19.
- If an employee misses three consecutive days of work, but fail to take a COVID-19 test, the building level administrator should request that FLMA information be submitted to the employee.

Module 5: CDC Methods to Prevent COVID-19 in the Workplace

Avoid Close Contact

- Remember that some people without symptoms may be able to spread virus.
- Stop handshaking – use other noncontact methods of greeting.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for **people who are at higher risk of getting very sick.**
- Time clocks will not be used. Employees will be required to use individual time sheets for documentation.

Wash Your Hands Often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Cover Your Mouth and Nose with a Mask or Cloth Cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- All HCSD employees are required to wear a **mask or cloth face cover** when they report to work and are on the premises of the HCSD
- A mask or cloth face coverings shall be worn by all individuals who enters any HCSD facility.
- Mask or cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The mask or cloth face cover is not a substitute for social distancing.

Cover Coughs and Sneezes

- **Remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

- **Clean AND disinfect daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

For more Information

Centers for Disease Control and Prevention (CDC): <http://www.cdc.gov>

Occupational Safety and Health Administration (OSHA): <http://www.osha.gov>

World Health Organization: <http://www.who.int/en/>

National Institute for Occupational Safety and Health (NIOSH): <http://www.cdc.gov/NIOSH/>

NIEHS Worker Training Program: <https://tools.niehs.nih.gov/wetp/index.cfm?id=2554>

The signature below indicates that the above COVID-19 procedures and guidance have been reviewed and provided to me in writing by my administrator and/or supervisor.

Printed Name

Employee Signature

Date

Employee

Appendix D

CHECKLIST

As a supervisor, what do I do if an employee or student discloses, they either tested positive for COVID-19, resides with someone who tested positive, or has been *within six feet or less* of someone who tested positive for longer than 15 minutes?

DISCUSSION WITH EMPLOYEE OR STUDENT

- If the individual is on campus, discretely separate the employee or student from others and send home. If not on campus, advise the individual to stay at home.
- Ask the individual to identify 1) any persons in our school community with whom they had contact ***within six feet or less, for longer than 15 minutes, without the use of a mask*** within two days before the onset of symptoms, 2) any areas of campus they visited for longer than 15 minutes during that time, 3) were they and the person with whom they had contact wearing a mask or face covering.
- Convey empathy but **do not provide medical advice**.
- If the individual has not already sought medical care, refer them to Jackson Hinds Comprehensive Health Services or their physician for questions, including guidance on treatment and preventive measures to minimize the risk of infection to others. Again, it is important to convey empathy but **do not provide medical advice**.

If the student or employee has tested positive, they are required to contact their immediate supervisor.

2. ALERT YOUR DIRECT SUPERVISOR

- Determine who will take the following appropriate steps and serve as the contact for this situation.
- Determine who will need to be alerted within the building, strictly on a need to know basis, while protecting the confidentiality of the employee or student.

3. CONTACT PHYSICIANS AT STUDENT/EMPLOYEE HEALTH

- Contact the appropriate Health Service:** Jackson Hinds Comprehensive Health Services is 601-362-5321.
 - The physicians will determine what additional precautions may be warranted and provide the direct contact information to the Superintendent.
 - The Principal will alert Maintenance/Facilities. Maintenance/Facilities will be prepared for a request from the department but will not reach out directly to the department.
 - If the individual is an employee Human Resources will be alerted and Human Resources will reach out to review leave options and assist with any further communications to the individual's co-workers.
- Provide details, including the name of the student/employee and those persons in our school community with whom they had contact ***within six feet or less, for longer than 15 minutes, without the use of a mask*** within two days before the onset of symptoms, and 2) any areas of campus they visited during that time for longer than 15 minutes, and 3) were they and the person with whom they had contact wearing a mask or face covering.

4. CONTACT MAINTENANCE/FACILITIES

- Contact Ivan Smith, Executive Director of Maintenance and Facilities, either by email (ismith@hinds.k12.ms.us) or at 601-503-0496. Please be sure to include the following information: **building, room number(s) and date of exposure**
- In partnership with Facilities determine the best solution, either disinfecting the space(s) or closing the space and posting "Do Not Enter" signage.

Appendix E

Hinds County School District Summer Athletic Workout Plan

Sport/Activity: _____

Location: _____

Training Period: _____

Time: See attached workout schedule

Symptoms of Coronavirus (Monitored and Conducted by all Coaches):

- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Children have similar symptoms to adults and generally have mild illness.

COVID-19 Athlete Screening Checklist (Monitored and Conducted by all Coaches):

Step 1: Ask your student athletes these following questions.

If answered yes to any of these questions, move to the step 3.

Do you have any of these symptoms?

- Fever? (have you taken any Tylenol or ibuprofen for fever?)
- Have you taken meds to reduce a fever?
- Body Chills?
- Cough?
- Shortness of Breath?

Have you stayed with or spent any time inside with someone who has been diagnosed with COVID 19?

Step 2: If the athlete answered no to any of these questions, move into planned activity with the following steps:

- Hand washing or using hand sanitizer before activity
- 6-foot distancing between athletes at all times
- Monitoring of athletes showing signs of illness

Step 3: Decline athlete from participation and cannot return to play without the following:

1. The student is isolated in a designated area, the parent is informed and must pick up the student immediately.

2. Athletes can return to play after 72 hours if they have been fever free without medication for 48 hours and have documentation of a negative COVID-19 test.
2. If diagnosed with COVID-19, the individual needs to be quarantined from the team for 14 days. Before returning they must be 72 hours symptoms free and have a clearance from a MD/NP.

General Guidelines (Implemented by all Head Coaches):

1. All coaches and players will complete a course and/or be required to hear a presentation on COVID 19 Summer Workout Plan Guidelines prior to beginning workouts. Head coaches should constantly reiterate to his or her staff and student-athletes the importance of following recommended guidelines.
2. Summer activities will focus on acclimatization, reintroduction to high level exercise and training in sport-specific activities. All activity resumption will follow national, state, local and MHSAA COVID-19 guidelines.
3. No student shall be punished or restricted from participation in future and/or current activities due to non-participation in offseason activities as a result of parental/guardian restrictions or personal/medical reasons. The school district, athletic directors and coaches must recognize each student has different circumstances that may create an unreasonable risk for him or her to participate.
4. Due to group size restrictions and individual risk factors precluding some athletes from participating at this time, we recommend delaying the resumption of team tryouts until the start of the 2020-21 school year. Tryouts must follow established MHSAA guidelines.
5. Distance or virtual workouts and summer development programs are encouraged for those athletes who may not be ready or have parental consent to return to regular workouts at this time.
6. All players and parent will be provided with a copy of the guidelines and must sign a form granting permission for the student athlete to participate in the workouts.
7. Before practice, each athlete will be asked if they have been in contact with anyone with COVID-19 or if they have any of the symptoms (see attached log sheet).
8. During the first two weeks no balls should be used, strength & conditioning only.
9. There should be NO competition with other schools until notified.
10. The facility, both indoors and outdoors, will have highly visible signage stating common COVID-19 symptoms as information and reminders for coaches, students and parents/guardians. **Individuals should not be allowed to enter the facility or workout space if they meet any symptom or have a potential exposure.**
11. Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.
12. All student athletes should have a physical prior to working out. **Note:** Physicals submitted for the 2019-2020 school year are good for the 2020-2021 school year.
13. **No two teams may utilize the same facility on campus at the same time** (examples: girls/boys basketball gym; campus track/weight room; and football/soccer practice field). Scheduling coordination for same facility use will be the responsibility of the onsite sports administrator.

Cleaning / Sanitation (Monitored and Conducted by all Coaches):

1. Principals, School Athletic Directors and School Districts will ensure adequate supply of appropriate disinfectants are available. Disinfectants should be accessible in all shared athletic and activity spaces.
2. Hand sanitizing stations will be provided and highly visible in all shared athletic and activity spaces.
3. Athletes should be highly encouraged to use personal work out apparel and gear, which the athletes should take home to be laundered always.
4. If equipment must remain at school, no clothing or towels should be left in lockers overnight. Coaches and training staff must wash all clothing and towels before re-use, utilizing a disinfectant detergent.
5. **Sharing of water bottles, clothing and towels is prohibited.** Student-athletes are encouraged to bring their own personal water bottle. In the event this does not happen, coaches and training staff should provide disposable cups or bottles that are not to be shared. If reusable bottles must be used, they must be limited to a single individual per session and they must be appropriately cleaned and disinfected after each practice.
6. Minimize shared equipment, including workout bars, balls, musical instruments and other gear. All exercise equipment, musical instruments and other gear must be cleaned with appropriate disinfectant between each individual use. **Exercise**

and practice drills without the use of balls or other potentially shared equipment will remain highly recommended even after the 14-day acclimatization period is completed.

7. Equipment must be spaced 6 feet apart to accommodate distancing guidelines.
8. All shared spaces and surfaces, including enclosed workout spaces, bathrooms, medical rooms and locker rooms will be fully cleaned with appropriate disinfectant prior to a new workout session.
9. All athletics coaches, activities directors and participants must thoroughly wash hands with soap and water or use an alcohol-based sanitizer prior to and after all training sessions.

Masks/Facing Coverings (Monitored by all Coaches):

1. Masks/face coverings must be worn appropriately for group gatherings and discussions, regardless of distancing.
2. They should not be worn while exercising, during workouts, or during drills due to concerns with airway restriction.
3. Coaches must wear a mask/face covering at all time.

Contact / Social Distancing (Monitored by all Coaches):

1. All workouts are modified to reduce and minimize physical contact.
2. Each student-athlete should bring their personal towel to wipe sweat. (Absolutely no sharing allowed).
3. Each student-athlete should wear a long sleeve shirt and long tights under work out clothing to minimize skin-to-skin contact with other student-athletes.
4. The sharing of clothing and water bottles are strictly prohibited.
5. All coaches will conduct as much of their workout as they can outside.
6. Time spent in weight rooms and gyms will be minimized.
7. Only one athlete per rack will be allowed in the weight rooms. Racks must be sanitized by COACHES before the next student uses rack.
8. Extremely heavy weight should not be used because no spotting will be allowed.
9. Safety bars on racks should be used for spotting.
10. Workouts should start and end at the scheduled time.
11. A/C will be on in all buildings and cooling properly.
12. Workouts conducted in “pods” of students with the same 5-10 students always working out together.

Acclimatization period (Monitored and Conducted by all Coaches):

1. Acclimatization to heat and transition back to exercise and workouts will occur during the first 14-day period of workouts.
2. There will be no performance or conditioning testing prior to completing the 14-day acclimatization period
3. During the acclimatization period, the focus will be on conditioning and returning to physical fitness (*No shared equipment, including balls, should be used without cleaning between use*).
4. Athletes may not participate in more than one practice per day (**Total practice time should not exceed 2 hours per day**).
5. The intensity levels of any activities will be reduced to 50% during the first 7 days.
6. Intensity level may increase to 75% the over the course of Days 8-14 with the intention of reaching full intensity level on Day 14.
7. This includes weight room training and conditioning activities.
8. Weight room training splits between muscle groups will include no more than 3 sessions per week with one to two days of recovery between sessions.
9. Additional and extended rest time between same-day session activities should be provided during the first 14-day period.

Hydration (Monitored by all Coaches):

1. Each student-athlete should bring his personal gallon jug of water. (Absolutely no sharing allowed)

2. Student-athletes should have designated water break areas that practice social distancing.
3. Hydration stations consisting of water cows, water troughs, water fountains will not be used.
4. Student-athletes will have designated water break areas that practice social distancing.

Limitations on Groups (Monitored and Conducted by all Coaches):

1. Student athletes will only be allowed to work out for only 2 hours daily.
2. If additional periods are required for additional athletes, a 30-minute interval will be scheduled in between sessions to allow for cleaning and clearing of the parking areas.
3. No more than 5-10 people at a time per group (Inside / Outside).
4. Workouts will be conducted in “pods” of students with the same 5-10 students always working out together.
5. Only one student per station will be allowed with a maximum of 10 in the weight room per session.
6. There will always be a minimum distance of 6 feet between each individual. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur.
7. Safety measures in all forms must be strictly enforced during workout sessions.

1. Examples (including by limited to):

- a. A basketball player can shoot with a ball(s), but a team should not practice/pass a single ball among the team where multiple players touch the same ball.
- b. A football player should not participate in team drills with a single ball that will be handed off or passed to other teammates. Contact with other players is not allowed, and there should be no sharing of tackling dummies/donuts/sleds.
- c. A volleyball player should not use a single ball that others touch or hit in any manner.
- d. Softball and baseball players should not share gloves, bats, or throw a single ball that will be tossed among the team. A single player may hit in cages, throw batting practice (with netting as backstop, no catcher). Prior to another athlete using the same balls, they should be collected and cleaned individually.
- e. Cheerleaders may not practice/perform partner stunts or building. (jumps and dances without contact are permissible.)
- f. Tennis players may do individual drills, wall volleys and serves.
- g. Runners should maintain the recommended 6 feet of distancing between individuals
- h. Soccer player can kick/dribble a ball, but a team should not practice/pass a single ball among the team where multiple players touch the same ball.

Special Additions (Head Coaches):

1. Daily/Weekly Schedule for workouts
2. Additional Guidelines for workouts
3. COVID-19 Parent Consent Form (see attachment)
4. Suggested Daily Log (see attachment)
5. List of coaching staff and contact number

FOR MORE INFORMATION

Centers for Disease Control and Prevention (CDC) / <http://www.cdc.gov>

Occupational Safety and Health Administration (OSHA) / <http://www.osha.gov>

World Health Organization / <http://www.who.int/en/>

Mississippi High School Activity Association / <https://www.misshsaa.com/2020/05/21/covid-19-return-to-activity-guidelines-5-21-2020/>

National Institute for Occupational Safety and Health (NIOSH) / <http://www.cdc.gov/NIOSH/>

NIEHS Worker Training Program / <https://tools.niehs.nih.gov/wetp/index.cfm?id=2554>