

# 20-21 Tomlin COVID 19 Protocols

## Arrival to School for Staff:

Before entering a school or district building, you should assess your wellness with the following questions:

Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours?

- Fever greater than 100.4F/chills
- Cough/shortness of breath
- New loss of taste or smell
- Nausea/vomiting/diarrhea

In the last 14 days, have you:

- Been in close contact with anyone who has been diagnosed with COVID-19
- Been placed on quarantine for possible contact with COVID-19
- Traveled abroad to an area of the country where it is recommended that you self-quarantine
- Have a COVID-19 test pending

Everyone must wear a face covering when entering the school campus.

Staff will get your temperature checked by designated staff member in the main hallway just inside HOST door. If a staff member's temperature is a 100.4F or higher he/she may not remain at work. **DO NOT ENTER BUILDING PRIOR TO 7:45** (EXCEPTION is Host & Boys & Girls Club EMPLOYEES)

Once your temperature has been taken (under 100.4F), you then need to sign in at the table in the main hall.

**Arrival to School for Students:** (9:10 AM – 9:25 AM) - Face covering must be worn when entering school (arrival)

Arrival	Grade 6	Grade 7	Grade 8
Bus Riders	Exit the bus at 9:10 AM. Students exit bus ramp through North gate and turn left to follow along fence line to 500 building, turn right & walk down hall to cafeteria or to patio. Students may choose Grab & Go breakfast from cafeteria or Patio.	Exit the bus at 9:10 AM. Students exit bus ramp through North gate and turn left to follow along fence line to 500 building, turn right & walk down hall to cafeteria, Or go right at gate towards outdoor courts. Students may choose Grab & Go breakfast from cafeteria or court. Boys on Tennis, Girls on BB court.	Same as 7th
Car Riders & Walkers	Students should not be on campus until 9:10. Students can be dropped off NW teacher lot and go directly to patio.	Students should not be on campus until 9:10. Students can be dropped off at south side of campus at basketball courts and walkers can enter gate at basketball courts. .	Students should not be on campus until 9:10. Students can be dropped off at south side of campus at basketball courts and walkers can enter gate at basketball courts. .
HOST& B&G Clubs	Students enter through HOST door and go directly to room 102. At 9:10, students may go to Patio or cafeteria to grab breakfast. B & G Club report to cafeteria from HOST door.	Students enter through HOST door and go directly to room 102. At 9:10 students may go to cafeteria or directly to outside courts. Boys on Tennis, Girls on Basketball. Breakfast provided outside.	Students enter through HOST door and go directly to room 102. At 9:10 students may go to cafeteria or directly to outside courts. Boys on Tennis, Girls on Basketball. Breakfast provided outside.

**Dismissal from School for Students:** (Face coverings must be worn during the dismissal process.)

Students will be dismissed in the following order via intercom system

1. Group 1- Car Rider lines on basketball court & NW Teacher lot (across from AG Field)
2. Group 2 – 6<sup>th</sup> Grade bus, & 6<sup>th</sup> grade walkers
3. Group 3 – 8<sup>th</sup> Grade bus, & 8<sup>th</sup> Grade Walkers
4. Group 4 - 7<sup>th</sup> Grade bus, 7<sup>th</sup> grade walkers, HOST, Boys & Girls Club

Dismissal	600,700,800,900, 500	400, upstairs 200's	100's, New Building
Bus Riders	Students will exit the west gate onto grass to bus ramp. Board buses. If late bus, students must sit on grass or concrete when first bus begins pulling out until their bus arrives.	Students upstairs will use west stairwell by bus ramp and then exit main bus ramp gate near 405(except 201, 202, 203, & 204) you will go down stairs in to main hallway. 003,004,005, 400's and main hall classrooms will exit same push gate. If late bus, students must sit on grass or concrete when first bus begins pulling out until their bus arrives.	100's (science), 012, 013, 300's, & new 2 story building, will exit out bus ramp gate located by 307 & locker rooms. If late bus, students must sit when buses begin pulling out on grass and concrete until their bus arrives.
Car Riders & Walkers	Students may exit through gate to NW parking lot.	Students may exit through front of school or bus ramp (SW end).	Students will exit to basketball courts (walkers may go out SE gate by tennis courts.
HOST & Enrichment	Students will report directly to Cafeteria or Room 102	Students will report directly to Cafeteria or Room 102	Students will report directly to Cafeteria or Room 102

### Breakfast Service for Students:

Grade 6	Grade 7	Grade 8
<p>Student will line up in food service lines and pick up their grab-n-go breakfast. Stay on signs when in line and sit in marked seats only.</p> <p>Students eat their breakfast in the cafeteria or Patio.</p>	<p>At 9:10 AM, Students can pick up a grab-n-go breakfast from the carts located on the basketball courts. Boys will go to tennis to eat. Girls remain on basketball courts.</p> <p>Bus riders may pick up in cafeteria or courts.</p>	<p>8<sup>th</sup> grade students may pick up their grab-n-go breakfast from the carts located on the basketball courts. Then boys go to tennis to eat. Girls remain on basketball court.</p> <p>Bus riders may pick up in cafeteria or courts.</p>

### Lunch Service for Students:

Students will eat inside cafeteria (Limited Seating) or outside on Patio. Grab and GO lunches will be served in both locations. . Face covering must be worn inside the cafeteria when students are not eating. Face coverings must be worn by students when are not eating and social distancing guidelines can't be maintained on the patio / courtyard.

Inside Cafeteria – report to cafeteria and stand on appropriate distance signs located on the floor.

Outside Patio – students report directly to patio. Students will take their lunch to the patio. Students will have open seating on the patio. No more than 4 people will be allowed to sit at round tables and 8 at rectangle tables.

In case of inclement weather (rain), students who bring a lunch will report to Band Shell. Students purchasing a lunch will report to cafeteria and must follow social distance rules. After students eat in cafeteria, must report to auditorium.

**Electronics can only be used on Patio once student has finished lunch and cleaned up area in front of them. Phone will be taken if on device and food/trash is in front of them. NO ELECTRONICS in cafeteria unless in LINE ONLY. Cannot be used if seated at TABLE. Must eat then move to PATIO.**

### **Controlled Campus Movement**

Several Hallways will be designated as one way movement. Please refer to campus map and arrows in halls and stairwells.

### **Face Coverings for Students and Staff:**

#### Face covering requirements:

Students, staff, vendors and visitors will be required to wear face coverings on campus when social distancing is not possible. Students shall wear these face coverings during extracurricular activities, as well as on school buses. Students wearing face coverings from home must be school appropriate and shall not interfere with the district's dress code policy.

#### Masks provided:

Staff members and students will receive 3 reusable cloth masks from the district on the first day of school to ensure each person on campus is following proper safety precautions.

If a staff member or student forgets or loses the mask, a disposable one will be provided for the day.

- Staff member should pick up a disposable mask in the main hallway on table upon entering campus.
- Student will be given a disposable upon entering the school bus.
- Student will report to AP office upon entering school. Student will sign in for a disposable mask.
- Student who loses a mask will report to AP and sign in for a disposable mask.

#### Enforcement:

School staff will be stationed at entry points throughout each campus to remind students to wear face coverings prior to entering campus.

Teacher should contact AP Office for students who repeatedly do not wear a mask on school grounds (classroom). Students will meet with guidance /administrator to be educated on the importance of wearing a face covering.

Administrator will contact parents to enlist further support.

If a student refuses to wear face covering on routine basis a meeting will be held with parent/guardian to discuss other school options for the child.

#### Common areas and classrooms:

Students must wear face covering upon entry to the school and at dismissal of the school. Students must wear face coverings in each area where social distancing is not possible. This includes a classroom if desks are not spaced at least six feet apart, as well as cafeterias, hallways and other shared spaces. Teachers can work with students to provide designated "mask breaks" during which time students will be socially distanced.

#### Exemptions:

Students or staff must have a medical issue for which a face covering would cause an impairment.

Parent/Guardian must supply medical documentation of the medical reason. A lanyard with a neon green card will be given to the student to wear at all times. This would signify that student is cleared from not wearing a mask.

### **Classroom Modifications:**

Student desks should be separated to allow for social distancing as much as possible (3-6 ft). Teachers should use painter's tape or masking tape to mark separation guides on the floor. An administrator must approve the spacing/design of the classroom set up. No cloth chairs or beanbags will be allowed.

### **Cleaning & Sanitizing**

Sanitation Stations should be set up in each room. HCPS will provide the supplies (gloves, wipes, and hand sanitizer)

A CHAMPS class procedure for students cleaning desktops when they enter the room must be established and followed on a daily basis.

What should a teacher do if he/she is out sanitation supplies? Contact the AP Office. Supplies will be sent up to your room.

### **Tomlin Clinic Procedures:**

In our clinic, there will be two separate rooms for students. One room will be for basic first aid situations, and the other room will be for students exhibiting symptoms of COVID-19. Students exhibiting possible COVID-19 symptoms will be isolated from others within the clinic area (across hallway in Auditorium).

Students that were sent home due to a fever must see the nurse before returning to back to the classroom. This will be communicated to families upon parent pickup. The nurse will give the student a Clinic clearance pass to show their homeroom teacher for re-entry into the classroom.

Notification forms will be placed in homeroom teachers' mailboxes each day to let the homeroom teacher know that that a student must have a clearance pass from the nurse to re-enter the class. If the student enters homeroom without a clearance pass, the homeroom teacher should give them a notification form to report directly to the clinic.

### **Visitors on Campus**

Visitors on Campus must enter with face masks and be buzzed in by main office. No more than three parents at a time can enter the main office (social distancing required). Parents must remain outside the school until the office can accommodate parent/visitor based on spacing. Parents checking students out, must enter office after being buzzed in, show ID and then wait for student outside front entrance of school. Student will sign themselves out and join parent outside (student must get all clear by front office staff before existing office for checkout).

**Parents must contact administration or guidance to set up an appointment 24 HRS in advance. Parent contacted by school to come ASAP, does not need an appointment.**

### **Positive COVID-19 Case Confirmation**

#### Communication:

Upon notification of a positive result, a parent or employee will notify their principal

respectively. The principal or supervisor will notify the regional superintendent or assistant superintendent/chief. The principal will fill out the online HCPS COVID -19 Reporting Form. The principal will notify the District COVID 19 Commander. The COVID- 19 Commander will, in turn, communicate details with the Supervisor of School Health Services, Director of Safety and Risk Management, and the Chief of Communications and Media Relations.

An employee or student with a **positive** COVID-19 test will be asked to self-isolate at home and follow the recommendations below.

Recommendations:

- Stay in one room away from others in your household, including pets. Have sole use of a bathroom.
- Ask you healthcare provider about your pain and fever medication. Get rest and stay hydrated.
- Keep track of your symptoms and check your temperature twice daily.

Timeline for stopping self-isolation:

- At least 10 days have passed since your symptoms first appeared.
- At least 24 hours have passed since you've had a fever without using fever-reducing medications, and other symptoms have improved.

If you test positive without symptoms:

- At least 10 days have passed since the date of your test results.

If an employee or student has **contact with someone who has a positive** COVID-19 test result and the employee or Student **has symptoms** they will be asked to self-isolate for 10 days and then follow the recommendations below.

Recommendations:

- They may be referred to testing
- They will be advised to stay in one room away from others in their households, including pets. Have sole use Of a bathroom.
- They will be advised to wear a face mask and keep a social distance of at least 6 feet if they need to be around Other people or pets within the home.
- They will be asked to keep track of their symptoms.

Because some people with COVID-19 have no apparent symptoms, and employee or student that has **contact with someone who has a positive** COVID-19 test result and the employee or student **does not have symptoms**, they will be asked to self-quarantine for 14 days.

**COVID-19 Symptoms** – fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches Headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

**Severe Symptoms** – trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

**STUDENTS** testing positive or have been exposed, teacher can post assignments for students via CANVAS while student is out. Student will have adequate time upon return to school to turn in work deemed necessary by teacher.

Contact tracing:

Hillsborough County Public Schools is collaborating with the Department of Health to conduct contact tracing. Upon notification of a positive case on campus, the district's Department of School Health Services will also communicate with administration to track movement of the person who tested positive and secure affected areas. Impacted individuals will be notified.

Deep cleaning:

If a positive COVID-19 case is determined within a school or building, district staff will use an approved chemical and fogging machine to disinfect any area deemed appropriate by contract tracing processes. The Vital Oxide sanitizer for spray or foam application is OSHA (Occupational Safety and Health Administration), WHMIS (Workplace hazardous Materials Information System) and GHS (Globally Harmonized System of Classification and Labeling of Chemicals) compliant.

School closures:

School closures due to cleaning or positive cases will be determined by the district on a school by school basis.

