

Health
& Safety

Health and Safety

The health and safety section provides in-person instruction guidance for the 2020-2021 school year.

The information contained in this document is based on the latest health and safety guidelines provided by federal, state and local health and governmental agencies related to COVID-19.

The health and safety measures are designed to prevent the spread of the coronavirus and to provide mitigation practices should an outbreak occur. Due to COVID-19, each family will need to make decisions about their child's education and the health and safety of their family by selecting in-person or remote instruction. The following are required essential health protocols for students and staff members:

Student Health Protocols:

- Parents/guardians are expected to screen their child(ren) for COVID-19 symptoms each day **prior** to sending them to school.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate physical distancing, hand hygiene, and respiratory etiquette.
- All students will be trained on proper handwashing techniques and should regularly wash their hands or use hand sanitizer when reporting to school, before and after meals, and after using the restroom.
- All students should maintain 3-6 feet distancing from others, when feasible, and wear face masks/face coverings.
- All students, 3 years old up to adults, are required to use non-medical grade face masks/face coverings appropriately covering the nose and mouth, while in the classroom, hallways, and all common spaces.
- All face masks/face coverings shall be free of any images, words, political slogans, with the exception of a SBISD school or district logo, or college logo.

Employee Health Protocols:

- All SBISD employees will be required to complete a self-screening daily **prior** to entering the work site.
- All employees will be expected to know, understand and practice methods to protect themselves and others from COVID-19 at work.
- All employees must practice appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.

- All employees are expected to regularly wash their hands or use hand sanitizer when reporting to work, before and after meals, and after using the restroom.
- All employees should maintain 3-6 feet distancing from others when feasible, and wear face masks/face coverings.
- All employees are required to use non-medical grade face masks/face coverings appropriately covering the nose and mouth, while in classrooms, hallways, and all common spaces.
- All face masks/face coverings shall be free of any images, words, political slogans, with the exception of a SBISD school or district logo or college logo.

The District will continue to implement health and safety guidance from federal, state, and local governmental agencies to ensure a safe and healthy start to school.

As new measures are determined, the District will make adjustments and implement changes and updates as needed.

(Updated 08/30/2020)

Designated Point Person

The Campus Safety Officer is the designated point person for COVID-19 issues at each campus and will be responsible for responding to, and implementing COVID-19 health and safety guidelines and protocols. The principal and Campus Safety Officer will work closely with the campus nurse to monitor, respond, and communicate information and updates on COVID-19. The campus nurse will record and report all COVID-19 cases at the campus to the local health department. The campus nurse will notify the Manager of Safety and Risk Management and the Campus Safety officer of any cases reported. The Manager of Safety and Risk Management will notify and share plans with the Fire Marshal with jurisdictional authority of any temporary or permanent facility changes requiring approval.

The Director of Safety and Security and the Manager of Safety and Risk Management for the district will communicate health and safety updates, staff health and safety training, and health and safety protocols to the Campus Safety Officers and department supervisors. The Campus Safety Officers and Supervisors will ensure all staff complete health and safety training and follow the health and safety protocols.

(Updated 08/30/2020)

Community mitigation activities

Community mitigation activities help to prevent and reduce the spread of the infectious diseases, including COVID-19. The District is committed to providing a safe and healthy environment for our students, staff, and families. It is important to understand the virus spreads from person to person in close contact, through respiratory droplets.

Everyone is at risk for exposure to COVID-19 and symptoms may appear 2-14 days after exposure to the virus. Some people are at higher risk due to underlying health conditions and the risk increases with age. Individuals 85 years and older have the greatest risk to become seriously ill.

Individuals at any age with certain underlying health conditions may be at a higher risk of severe illness from COVID-19 and should consult a physician on ways to protect themselves.

Each member of our community can support the district's efforts to slow the spread of this infectious disease by following the CDC healthy hygiene practices:

- Wash your hands often.
- Use hand sanitizer if soap and water is not available.
- Cover your mouth and nose with a face mask or face covering when around others.
- Cover coughs and sneezes.
- Frequently clean commonly touched surfaces.
- Practice physical distancing when and where feasible.

Monitor your health and be alert for symptoms of COVID-19:

- 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
- Diarrhea

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19

All staff and students are expected to stay home if they have a fever, feel sick, or are exhibiting any of the symptoms of COVID-19.

NOTE: To be considered exposed to COVID-19, an individual would need to have had **prolonged** close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

(Updated 08/30/2020)

Visitor & Volunteer Policy

Visitor & Volunteer Process:

- To limit exposure to communicable diseases, and in an abundance of caution, all District facilities will be closed to nonessential visitors, parents, volunteers, and activities involving external groups or organizations for the first semester.
- Parents dropping students off in the morning or picking up at dismissal will be required to wait outside.
- Essential meetings will be conducted through virtual appointments or limited face-to-face visits.
- Public service providers, district instructional, administrative, communications, technology, and facilities employees, essential educational vendors, student teachers and observers for teacher preparation programs, CPS, first-responders, and contractors may be allowed into a district facility by appointment and must follow the check-in process below:
(Updated 08/30/2020)

Check-in Process:

- ☐ All visitors will need to show identification and be scanned through RAPTOR.
- ☐ All visitors will be required to wear a face mask or face covering appropriately over the nose and mouth.
- ☐ All visitors are expected to practice physical distancing whenever and wherever feasible.
- ☐ Each individual will be verbally screened (via questioning) for any of the following new or worsening signs or symptoms of COVID-19:

- ☐ 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
- ☐ Diarrhea
- ☐ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- ☐ Known close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19

***NOTE:** To be considered exposed to COVID-19, you need to have **prolonged** close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

Any visitor to a SBISD site that fails to satisfactorily answer the screening questions above, will not be allowed to enter the premises and will need to leave immediately. A virtual appointment may be scheduled in lieu of an in-person meeting.

(Updated 08/30/2020)

Health Screening - Expectations

Have you experienced any of the following health symptoms in the last 24 hours?

Personal Daily Self Screening (ALL)

All students and employees will self-screen for any of the following **new** or **worsening signs or symptoms** of COVID-19:

- ☐ 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
- ☐ Diarrhea
- ☐ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- ☐ Known close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19

*NOTE: To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

Health Screening - Isolation Protocols

For Students

Parents/guardians are expected to screen their child daily for COVID-19 symptoms each day **prior** to sending their child to school.

Students are expected to stay home if they have a fever, feel sick, or are exhibiting any of the symptoms of COVID-19.

Students will have a temperature check and be verbally screened for symptoms of COVID-19 daily.

Health Screening

SBISD will prohibit a student who fails the health screening criteria and has symptoms consistent with COVID-19, who is lab-confirmed with COVID-19 diagnosis, or has direct **prolonged** close contact exposure to someone who has a positive COVID-19 diagnosis. The student must stay home throughout the infection period, and cannot return to campus until the school screens the student to determine if any of the below conditions for campus re-entry have been met:

- o In the case of a child who was diagnosed with COVID-19, the child may be ready for attending school when **all three** of the following criteria are met:
 - at least one (1) day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications) **AND**
 - the child has improvement in respiratory symptoms (e.g., cough, shortness of breath) **AND**
 - at least 10 days have passed since symptoms first appeared.
- o In the case of a child who has symptoms consistent with COVID-19 and who does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and the child must not return to school until the child has completed the same three-step criteria listed above.
- o If the child has symptoms consistent with COVID-19 and the parents want their child to return to school before completing the above self-isolation period, the child's parents **must** obtain a medical professional's note clearing the child for returning based on an alternative diagnosis; **OR** the child must have one (1) negative test result in order to return prior to the quarantine period.

- o If the child has been in prolonged close contact with a person who is lab- confirmed to have COVID-19, they should notify the school and should not return to school until the end of the 14-day self- quarantine period from the last date of exposure, **OR** until they obtain a medical professional's note clearing the child for returning based on a COVID-19 free diagnosis; **OR** the child must have one (1) negative test result in order to return prior to the quarantine period.

NOTE: To be considered exposed to COVID-19, an individual would need to have had **prolonged** close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

Isolation: is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Quarantine: is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

(Updated 08/30/2020)

Isolation protocol for students with symptoms

Any student who does not pass the health screening will report to the nurse for a clinical assessment and be separated from peers.

- If the student is suspected to have exposure to or symptoms consistent with COVID-19, the parents/guardians will be contacted.
- The student must be picked up within 30 minutes and no later than one hour from the time the campus contacted the student's parent/guardian.
- The areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be cleaned and sanitized as soon as is feasible.
- The student who was diagnosed with COVID-19 cannot return to school until the student is screened and meets any of the criteria in the health screening section above.

For Employees

Employees are expected to conduct a daily self-check health screener to be reviewed by the nurse and employees must report any potential or known exposure to COVID-19.

All staff are expected to stay home if they have a fever, feel sick, or are exhibiting any of the symptoms of COVID-19.

Health Screening

SBISD will prohibit an employee who fails the screening criteria, has a positive COVID-19 diagnosis, or has direct **prolong** close contact exposure to someone who has a positive COVID-19 diagnosis from being allowed on campus or department until they meet any of the criteria for re-entry as follows:

- In the case of an employee who was diagnosed with COVID-19, the employee may be ready to return to work when all three of the following criteria are met:
 - at least one (1) day (24 hours) have passed since recovery (resolution of fever without the use of fever- reducing medications) **AND**
 - the employee has improvement in respiratory symptoms (e.g., cough, shortness of breath) **AND**
 - at least 10 days have passed since symptoms first appeared.
- If an employee has symptoms **AND** tests positive **OR** is suspected to have COVID-19 they **must**:
 - The employee must follow the above requirements **OR**
 - Must obtain a physician's release to return to work due to an alternative diagnosis; **OR**
 - have one (1) negative test result prior to the quarantine period.
- If an employee has prolonged close contact exposure with an individual who has symptoms **OR** individual who tests positive for COVID-19 (Including someone at Home) **OR** employee tests positive but has no symptoms.
 - The employee must self-isolate for 14 days; **OR**
 - may return to work sooner with one (1) negative test result prior to the quarantine period; **OR**
 - provide a physician's note with an alternative diagnosis with a release to work.

Note: To be considered exposed to COVID-19, an individual needs to have **prolonged** close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

Isolation protocol for employees with symptoms:

- Employees who do not pass the above screening must notify their supervisor, report absence into AESOP, and go home.
 - If an employee is concerned symptoms are COVID-19 related, they should consult with a health care provider.
 - The areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be cleaned and sanitized as soon as is feasible.
- (Updated 08/30/2020)

COVID-19 Mitigation Efforts

TRAINING

Students:

The District will provide age-appropriate CDC hygiene lessons on: hand washing, face coverings, how COVID spreads, physical distancing, respiratory etiquette and proper use of masks and face coverings.

Employees:

All District employees will be trained on health safety protocols through Safe Schools SBISD training module. Additional CDC training modules will be available on hand washing, face coverings, how COVID spreads, physical distancing, respiratory etiquette and proper use of masks and face coverings.

SIGNAGE

All district facilities will have health safety signage on health COVID-19 symptoms, how COVID spreads, hand washing, face coverings, respiratory etiquette and physical distancing.

FACE MASKS/COVERINGS

Students and Employees:

Face masks or coverings are **required** for all staff and students ages 3 years old up to adults and **must** be worn:

- Properly over the nose and mouth and when physical distancing is not possible or practical.
- In the classroom, during passing periods and in common spaces-e.g. restrooms, hallways, library, cafeteria, gym, meeting rooms, offices, after school, etc.
- On the bus at all times.
- Gaiters are an allowable face covering and must be worn appropriately over the nose and mouth.
- Masks and face coverings shall be free of any images, words, political slogans, with the exception of the SBISD school or district logo or college logo.

*Note: Masks with one-way exhalation valves or vents are not allowed. Failure to wear a mask is considered a health hazard and may result in disciplinary consequences, see appendix.
(Updated 08/30/2020)

Face Shields

- According to the Texas Education Agency, full- face shields may be used in place of a mask to protect eyes, nose, and mouth whenever a mask is not feasible or whenever the education context may benefit from the ability to see an individual's full face. School systems may require the use of masks or face shields for adults or students for whom it is developmentally appropriate.
 - Teachers may distribute face shields to students, if needed, to facilitate clear communication for in-person instruction. Students would only be allowed to wear them while seated at their desk, during instruction. If the student needs to move about the room, the mask or face covering must be put on again before getting up from their desk.
 - A note from a health care provider is required if a student or employee has a health condition that inhibits them from wearing a face covering/mask or due to a religious practice that would require otherwise.
 - A parent/guardian shall complete the mask accommodation form for students and provide a physician's note to the nurse. If the accommodation is approved the student shall be required to wear a face shield when physically possible.
 - Employees shall request an accommodation and submit an accommodation form through Human Resources. If the accommodation is approved, the employee shall be required to wear a face shield when physically possible.
- (Updated 08/30/2020)

HAND SANITIZER/HAND SOAP/SANITIZER

Daily Activities for Students and Employees:

- Alcohol-based hand sanitizer will be available at the main entry/exit doors to the campus, in classrooms, in the cafeteria and in high traffic areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- **SBISD students and staff will be expected to:**
 - Use hand sanitizer upon entry to classroom and periodically during instructional day
 - Wash hands with soap and water and/or use hand sanitizer before eating and after eating, following restroom breaks and before and after recess, physical education classes, or other outdoor activity.
- **Alcohol-based sanitizer will be used on:**
 - High touch surfaces include desks, light switches, door knobs, phones, conference tables, computer keyboard, counter tops and chairs.
- Hand soap

- Wash hands for 20 seconds using disinfecting soap.
- Hand sanitizer
 - Use hand sanitizer before and after touching surfaces such as vending machines, copy machines, coffee pots, refrigerator handles and door knobs.

CLEANING and DISINFECTION

Daily District and Campus Facilities Cleaning:

- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected daily.
- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected between lunch periods.
- Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Additional Cleaning Measures for COVID-19 Positive Cases

- If a classroom or facility is closed due to COVID-19 spread, hospital grade disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.
- Custodial staff will disinfect classrooms, restrooms, and all additional areas in the entire building.

SOCIAL DISTANCING

All students and employees will practice physical distancing of 3-6 feet, whenever possible and to the extent possible. Face coverings/masks are **required** in addition to practicing social distancing, when feasible.
(Updated 08/30/2020)

MODIFIED CLASSROOM LAYOUT

Elementary and Secondary Classrooms will need to:

- Clear classrooms of unnecessary furniture such as reading couches and large bookshelves to allow the maximum square footage for student seating.
- Reduce and remove extra materials.
- Space seating/desks at least 3-6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other).
- Classrooms with tables will have students seated on opposite ends and sides of the table with a divider/partition between the students.

COHORTING

- Campuses will identify classes and/or small groups and keep them together through cohorting. This is to ensure student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Limit mixing between groups when feasible.
(08/30/2020)

STAGGERING SCHEDULING

- Each campus will stagger student travel in hallways upon arrival, transition periods, and at dismissal times by utilizing multiple entrance and exit pathways.

SHARED OBJECTS

- Students will be discouraged from sharing items that are difficult to clean or disinfect.
- Elementary and PreK will keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas as feasible.
- Secondary lockers will not be assigned - students will carry all needed materials and lunch with them.
- Students will need to have adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Students will need to avoid sharing electronic devices, toys, books, and other games or learning aids when feasible. Shared supplies will be sanitized between use.

COMMUNAL SPACES

Campuses will develop schedules and protocols for the use of common areas, including how to sanitize space between use. When needed, students will bring personal supplies from the classroom.

All students and staff will be required to use hand sanitizer when entering and exiting common areas.

LIBRARY

- Masks and/or face coverings are required.
 - Visual reminders will be added and furniture arranged to help students maintain physical distancing while in the library.
 - Students and staff will sanitize hands upon entering and after visiting the library.
 - High touch surfaces (i.e. table tops, chairs, door handles, technology equipment) will be disinfected regularly.
 - Occupancy will be limited.
- (Updated 08/30/2020)

RESTROOMS

- Each campus/facility will identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per physical distancing.
 - Signage will be used to show the number of students in the restroom at one time for physical distancing.
 - Students and staff must wash hands after using the restroom and should use hand sanitizer when entering the classroom.
 - Will be monitored throughout the school day and cleaned and disinfected daily.
- (Updated 08/30/2020)

CAFETERIA

- Cafeteria tables should be spaced apart and tables will be cleaned and disinfected between use.
- Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each seat.
- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
- Hand sanitizer will be available at entrances and exits of the cafeteria.

RECESS

- Stagger the use of playground equipment in cohorted groups .
 - Masks and/or face coverings are required during recess.
 - Limit the number of class groups on the playground and physical distance when and where feasible.
 - Students and staff should wash hands and/or use hand sanitizer before entering and when exiting the playground.
- (Updated 08/30/2020)

SPECIALS- Health Fitness

- All students and employees will practice physical distancing whenever possible and to the extent possible.
 - Students will be cohorted by classes and/or in small groups.
 - Visual markers will be placed on the gym floor, indoor and outdoor field and surfaces as reminders of physical distancing rules.
 - Classes can be divided to split time outside for half the class and indoors for the other half.
 - If or when equipment will be used, it will not be shared and will be disinfected after every use.
 - Students are required to wear face covering or masks in class.
 - Students will be encouraged to bring their own water bottles and will fill those at the beginning of class.
 - Staggered arrivals and dismissals is a must to give teachers time to clean equipment; and separate entrances/ exits will be utilized.
 - Processes for sanitizing equipment used by students will be implemented to ensure that equipment is disinfected after each use.
- (Updated 08/30/2020)

SPECIALS- Elementary Art & Music

- Appropriate physical distancing measures will be followed in all Music and Art classes.
 - Students are required to wear face covering or masks in class.
 - Students will be cohorted by classes and/or in small groups.
 - Students will use their own art supplies. No sharing of supplies is permitted.
 - No wind instruments will be used in the first semester.
 - Processes for sanitizing equipment and instruments used by students will be implemented to ensure that it is disinfected after each use.
- (Updated 08/30/2020)

MEETING SPACES

- Meetings will be limited to video conferencing when possible.
 - If meetings must be held in person, all physical distancing protocols will be implemented.
 - Masks and/or face coverings are required.
 - Limit the sharing of materials/supplies.
- (Updated 08/30/2020)

ADMINISTRATIVE SPACES

Reception, Offices, Conference Rooms, Mail Room, Staff & Faculty Lunch Area

When possible, meetings will be conducted virtually. However, if the need arises to meet in person please follow campus/facility guidelines:

- Masks or face coverings are required.

- Partitions will be utilized as needed.
- Hand sanitizer will be provided in front office spaces.
- Distances of 3-6 feet will be provided between all occupied seats and workspaces as feasible.
- High touch surfaces should be cleaned frequently
- Staff shall not congregate at lunch and are required to socially distance during meals.

(Updated 08/30/2020)

FLEXIBLE LEARNING SPACES

- The number of students in these areas will be limited as driven by available space and physical distancing guidelines.
- Common spaces and supplies in these spaces will be disinfected frequently.

CHILD NUTRITION SERVICES

All child nutrition staff will continue to practice ‘personal hygiene’ standards as required.

- To ensure the safety of students and staff, no outside food deliveries will be accepted (i.e. food, gifts, parent delivered lunch, food trucks, DoorDash, etc.).
- Grab and go meals may be served in the cafeteria and taken to designated areas for consumption, while ensuring the safety of children.
- Continue to use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food will be sanitized.
- Staff will continue to adhere to all safety and sanitation standards regarding the processing, service, storage, and clean-up of meals. This includes personal hygiene standards including handwashing and the proper use of gloves during meal production and service.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.

Breakfast

- “Grab and Go” breakfast will be served in the cafeteria and students will eat breakfast in their homeroom or in areas throughout the campus as designated by Campus Administration.
- Cafeteria and serving areas will be cleaned and disinfected between use.

Lunch

- Lunches will be “Grab and Go.”
 - Campus Administration will identify various locations throughout the building for students to eat and to physical distance as feasible.
 - Campus Administration will designate groups to eat in the cafeteria with appropriate physical distancing and students will be released on a staggered schedule.
 - Cafeteria, serving, and eating areas will be cleaned and disinfected between uses.
- (Updated 08/30/2020)

TRANSPORTATION

As a response to COVID-19, SBISD encourages all families, with the ability to do so, to transport children to and from school.

Bus transportation will be offered; however, the standard number of transported students compromises the ability to physically distance. For this reason, students utilizing bus transportation will be required to utilize face coverings.

- Students will be required to pre-register for bus transportation by July 24, 2020 in order to ensure transportation services.
 - All students will use hand sanitizer upon boarding the bus.
 - All bus drivers will wear face covering.
 - All students, ages 3 years old to adults, will be required to use face coverings or masks, covering nose and mouth while riding the bus.
 - Once daily buses will be sprayed with a disinfectant at the end of each day. In addition, on a weekly basis, all buses will be cleaned and disinfected.
 - Transportation staff will be trained in proper sanitizing procedures.
 - All SBISD ISD vehicles will be equipped with sanitizing and cleaning supplies.
 - Encourage families to transport their children to and from school.
- (Updated 08/30/2020)

GATHERINGS & FIELD TRIPS

- Until further notice, the use of field trips to enhance the educational experience will be postponed.
- Until further notice, there will be no large student assemblies.
- Any student physical activities (i.e. pep rallies, celebrations) must be conducted in open air venues, or limited to less than 50 participants. All such activities, regardless of location, must be in compliance with state physical distancing guidelines.

- All campuses will pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

HEALTH FITNESS CLASSROOM PROTOCOLS

- Whenever possible, taking weather conditions into account, Health Fitness classes will be held outside to allow for maximum physical distance between students.
- Within the program, consistent grouping of the same participants will be encouraged, while refraining from intermixing groups whenever possible.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be in place on the gym floor, bleachers, weight rooms, and indoor and outdoor field and surfaces as reminders of physical distancing rules.
- Locker rooms will not be utilized the first semester, so students will not be required to dress out. Procedures will be implemented in the locker rooms to promote physical distancing.
- Processes for sanitizing equipment used by students will be implemented to ensure that equipment is disinfected after each use.
- Separate entrances and exits will be utilized during a class period, to minimize physical contact with handles.
- Activities requiring the sharing of equipment between participants will be avoided as much as possible. Community supplies are considered high touch and will be cleaned frequently.
- Students will be encouraged to bring refillable water bottles to avoid direct contact with water fountains. Water bottles will be filled at the beginning of class.
- Sanitizing areas and access to handwashing will be provided.
(Updated 08/30/2020)

EXTRACURRICULAR ACTIVITIES

CHEERLEADING

- Practices and performances will be conducted following safety protocol provided by guidance from SBISD, UIL, TEA and the NFHS. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.

ATHLETICS

- Athletic practices and contests will be conducted following safety protocol provided by guidance from SBISD, UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizers will be in gym facilities and equipment will be sanitized on a regular basis.
- Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to enforce physical distancing guidelines.
- Protocols will be in place for managing the storage, cleaning and disinfecting, and redistribution of school equipment.
- Staff will monitor locker rooms and other areas where students may congregate to ensure effective implementation of school protocols.
- Staff and students are required to wear face coverings while inside locker rooms, meeting rooms, training rooms, and other areas where students may congregate other than shower facilities.
- As part of their overall plan, schools will develop a plan for mitigating the risk of spreading COVID-19 when disinfecting, cleaning, and laundering items such as towels, practice clothes and uniforms. The plan will include protocols for redistributing these items to students. Involved staff will be trained specifically on these protocols.
- A plan for the hydration of student-athletes will be created for providing water to students and staff while ensuring that water isn't shared.
- Bus travel will follow transportation guidelines provided by SBISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines.
- All employees, parents, visitors and students ten years of age or older must wear face coverings or face shields upon entry to an area where UIL activities are being conducted and when not actively practicing or playing in the contest, unless an exception in Executive Order GA-29 applies.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized at practice and contest sites whenever possible.
- Schools may allow spectators to attend contests within a maximum 50% capacity limitation, provided that appropriate spacing between spectators is maintained according to the protocol. These areas should also be at least six feet from the team area whenever possible.
- All participants should be provided with entry and exit plans for contest areas that maintain separation from non-participants. Individuals not essential to the teams involved will not be given access to contest areas, court or fields before, during or after contests.
- Areas will be designated by host sites for visiting teams that are clean and have been disinfected before the team's arrival.
- Areas will be designated by host sites for sport officials that have been cleaned and designated prior to their arrival. The entrance and exit for the officials should be separate from fans whenever possible.

- Before each contest, schools will follow the screening process described by the UIL to screen all staff members, contractors, sports officials, volunteers, and any individuals otherwise involved in working the event. These individuals should also self-screen as described in these screening protocols.
 - Whenever possible, pre-contest announcements will be made that include expectations for spectators at each contest site regarding the use of face coverings, the adherence to social distancing, and the importance of sanitization during and after the contest.
 - Pre-game or pre-event meetings between teams and sports officials will be planned to allow appropriate distancing between individuals.
 - Pregame and post-contest gestures of sportsmanship will be conducted between teams and sport officials in ways planned that help reduce the risk of the spread of COVID-19.
 - Post-game interviews will be conducted while wearing face coverings and maintaining at least six feet of distance between the interviewer and the individual being interviewed.
 - Concessions and/or concession sales may be limited to encourage physical distancing and to follow health and safety guidelines.
- (Updated 08/30/2020)

FINE ARTS

- Large group practice sessions, sectionals and rehearsals will adhere to health safety guidelines provided by an authorized entity (e.g., SBISD, TEA, UIL, etc.)
- Fine arts music private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity.
- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., SBISD, TEA, UIL, etc.)
- Concerts/performance may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., SBISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- All fine arts performances will be streamed online when possible.
- Booster club meetings shall be held virtually to minimize outside exposure to campuses.

SPECIAL EDUCATION PROGRAMS

GENERAL GUIDANCE

- Students with disabilities will follow the same guidelines and protocols with special consideration given to meet their individual needs.
- Special education instructional and related services will be provided in accordance with the ARD/IEP either virtually or face-to-face.
- If transportation is in a student's IEP as a related service, SBISD will provide transportation.
- All special education students who ride district transportation will be required to comply with health and safety protocols for district transportation.

In an effort to minimize potential exposure to our most vulnerable students, SBISD will:

- Focus on physical distancing when possible, handwashing with warm water or hand sanitizer for 20 seconds every hour, and wearing masks.
- Require masks when physical distancing is not possible.
- Post visual supports throughout the classroom to remind and support understanding of expectations.
- Keep each student's belongings separated using student designated containers or areas.
- Minimize sharing of high-touch materials (e.g., assign each student their own device/materials for the day when possible).
- Sanitize all used materials daily.
- Utilize protective barriers as appropriate.
- Utilize grouping and scheduling strategies to reduce exposure.

Related Services Face-to-Face

- Group sizes will comply with state and local health regulations.
- When feasible and appropriate, it is preferable for students to receive services outside rather than inside to reduce potential spread of contagions.
- Providers will develop schedules that maximize time in a single classroom and minimize the number of rooms visited per day.
- Designated spaces in the resource room or flex areas should be used for small group instruction.
- Face coverings and protective barriers should be used when appropriate.
- Speech-language pathologists will wear clear face masks/shields as needed.
- Clear barriers should be used for small group instruction and individual assessments as needed.
- Employees should wear face coverings over the nose and mouth when appropriate.

Exposure Prevention Strategies

Special education services may be delivered in a small group setting with hands-on support. Special education teachers and service providers will take care to reduce any unintentional exposure by:

- Creating supplementary aid and manipulative kits for each student.
- Update as needed per unit of instruction.
- Follow procedures for sanitizing items prior to adding to a student's bag.
- Laminate supplemental aids so they can be easily cleaned and reused.

Strategically Scheduling Students

- Limit variation of student groupings.
- Minimize the number of resource staff working with a particular group of students.
- Adhere to district guidelines regarding number of students and staff in a specific location at any given time.

Facilitating Safe Small Group Activities

- Adhere to physical distancing requirements.
- Ensure sanitization of space before and after each small group.
- Face shields and/or dividers if students need to work in close proximity to complete activities.
- Wear appropriate face covering at all times during small group instruction.

Supervising Transitions

- Follow district guidelines.
- Enforce physical distancing of students in hallways and other common areas.

- Provide visual supports or schedules that highlight physical distancing when transitioning between classrooms or activities.

Specialized Classrooms

- When appropriate, students will be provided face shields instead of facemasks for safety.
- Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.
- Special education classrooms and service locations may have additional protective barriers in place to support a safe environment for our students and staff.

Service Providers

Service providers will be expected to support the District's health safety efforts by:

- Providing indirect services virtually when possible;
- Providing direct services virtually during school day when appropriate;

Adhering to district expectations for health screenings, PPE and scheduling to minimize cross-contamination.

See appendix for more Special Education information

Career and Technical Education (CTE)

See appendix for information on Career and Technical Education

Child Care

The District will follow health safety guidelines from local and state governmental agencies guidance. This information will be updated as new guidelines are released.

The information below is the latest guidance from Texas Health and Human Services and guidelines for child care from Texas Education Agency (TEA):

- The Texas Health and Human Services Commission has enacted [new emergency rules \(PDF\)](#) related to health and safety standards for child day care operations. These emergency rules include many of guidelines from the [Open Texas Child Care Checklist \(PDF\)](#).
- The emergency rules require you to operate in accordance with the [Guidance for Child Care Programs that Remain Open](#) released by the Centers of Disease Control in addition to the requirements described below.

CAREGIVER REQUIREMENTS

The emergency rules require:

- All caregivers have taken required health and safety training related to COVID-19 through the Texas A&M AgriLife Extension.
- All employees age 65 and older to talk to their health care provider to assess their risk and to determine if they should stay home.

SCREENING REQUIREMENTS

The emergency rules require:

- Implementing screening procedures that align with the CDC's most recent guidance.
- Conducting daily screening of anyone who enters the operation and denying entry only to those who fail the screening criteria.

Drop-off and Pick-up Procedures

The emergency rules require:

- Implementing drop-off and pick-up procedures that limit possible exposure between families and child care staff, such as staggering drop-off and pick-up times.
- Pick-up and drop-off procedures for children outside the operation, unless there is a legitimate need for the parent to enter.

Diapering Procedures

The emergency rules require following current minimum standards related to diapering, and:

- Wash the child's and caregiver's hands before beginning.
- Wear gloves.
- Post diaper changing procedures in all diaper changing areas.

Soiled Clothing Requirements

The emergency rules require all children and caregivers to have multiple changes of clothing available in order to change any clothing with secretions on it. If clothing becomes soiled with bodily secretions, you must:

- Place contaminated clothing in a sealed plastic bag to be sent home with the child or caregiver, or wash in a washing machine at the operation.
- Wash the child's and caregiver's hands.
- Not allow a child to wear another child's clothing.

Environmental Health

The emergency rules require:

- Adjusting the HVAC system if possible, to allow fresh air to enter the operation.
- Limiting machine washable cloth toys to one person at a time and launder toys before being used by another child.
- Posting signs describing handwashing steps near sinks used for handwashing.

Food Preparation

The emergency rules require:

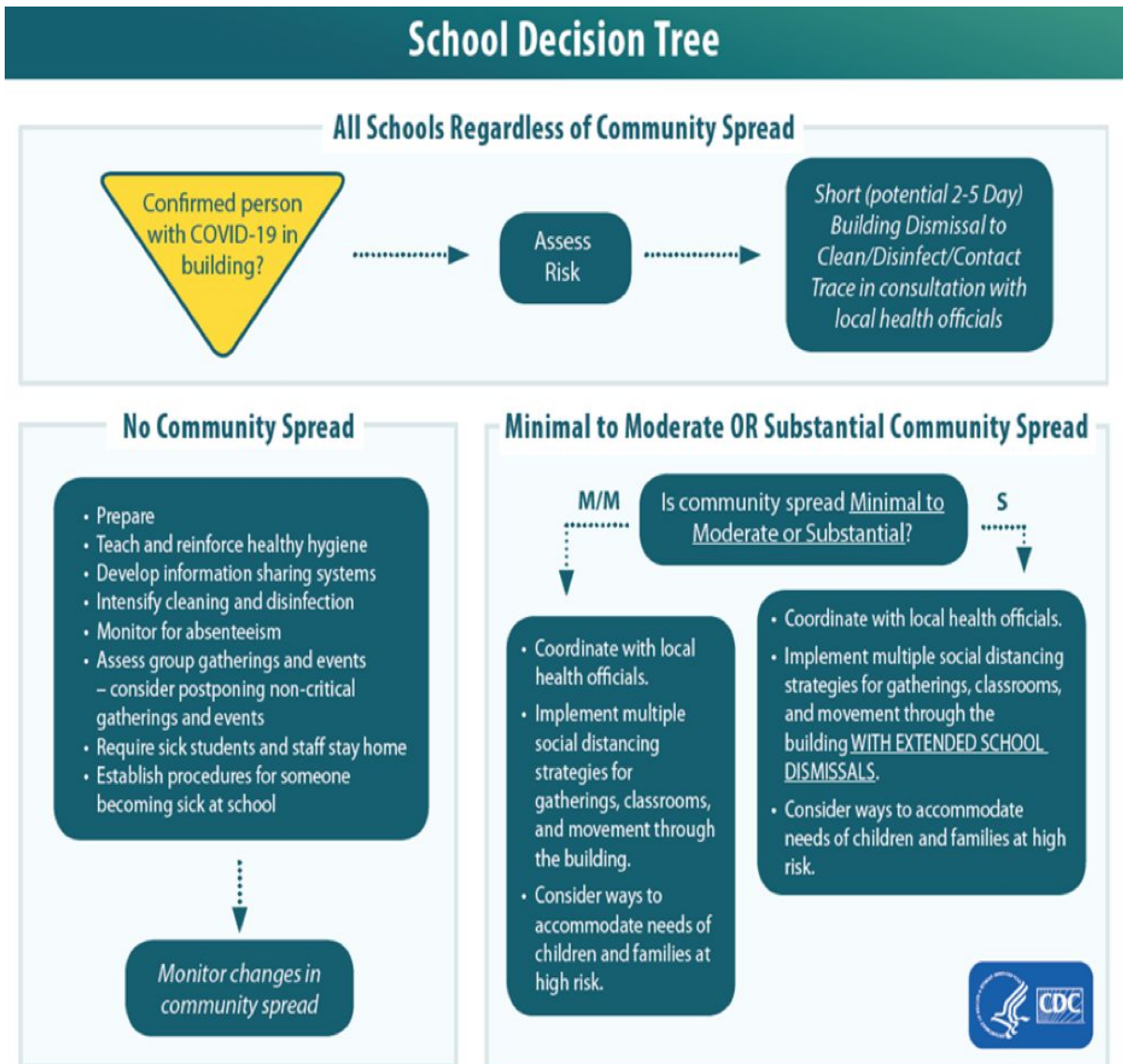
- Having a sink used exclusively for food preparation if your operation prepares food.
- Serving children individual meals and snacks. Family style meals may not be served.

https://tea.texas.gov/sites/default/files/covid/emergency_child_care_guide_for_schools_4.20.pdf

Preparing & Responding to COVID-19

OUR PROCESS

The District will use the following CDC process chart to help determine which mitigation strategies are appropriate for COVID-19 outbreaks and for individual exposure events within district facilities.



Responding to Presumptive & Confirmed COVID-19 Cases

OUR PROCESS

There may be a need for the district to implement short-term closure procedures for a class, campus, or area of the District if it is determined a person with a confirmed case was at the facility. The duration of school dismissals will be made on a case-by-case basis. **The District will implement the following procedures:**

- The nurses will record and report all COVID-19 cases to the Health Department. Then notify the Manager of Safety and Risk Management and the Campus Safety Officer.
 - Campus principal and Campus Safety Officer will ensure health and safety protocols are followed and appropriate information is shared with the school community.
 - The Director of Safety and Security and the Campus Safety Officer will work to initiate the short-term closure procedures.
 - Dismiss students and staff for 2-5 days. The district will work to determine the extent of the exposure and spread while working with local health officials. If the spread is determined to be substantial students and staff may be required to stay home 10-14 days following the student and/or staff process maps
 - All extracurricular activities, field trips, and assemblies will be cancelled during a short-term closure.
 - Students and employees will be asked to stay home and self-monitor for any symptoms.
 - The District will notify staff, students, and parents of any closures for COVID-19 exposure due to confirmation of a positive COVID-19 test.
 - Lab confirmed positive COVID-19 cases will be reported by campus to TEA as required.
 - The District will isolate and decontaminate the affected classroom, workplace, vehicle, equipment, etc., as necessary.
- (Updated 08/30/2020)

As required by the Americans with Disability Act (ADA) and the Family Education Rights and Privacy Act (FERPA) the district will maintain the confidentiality of students and/or staff members who have tested positive for COVID-19.

Return to Work/School Protocols

STUDENTS and EMPLOYEES

OUR PROCESS

A student or employee known to have had prolonged close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19 may not return to school until the end of the 14-day self-quarantine period from the last date of exposure.

Asymptomatic individuals with confirmed COVID-19 can return to school after:

- At least one (1) day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **and**
- The individual has improvement in symptoms (e.g., cough, shortness of breath); **and**
- At least ten (10) days have passed since symptoms first appeared.
- Asymptomatic individuals who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

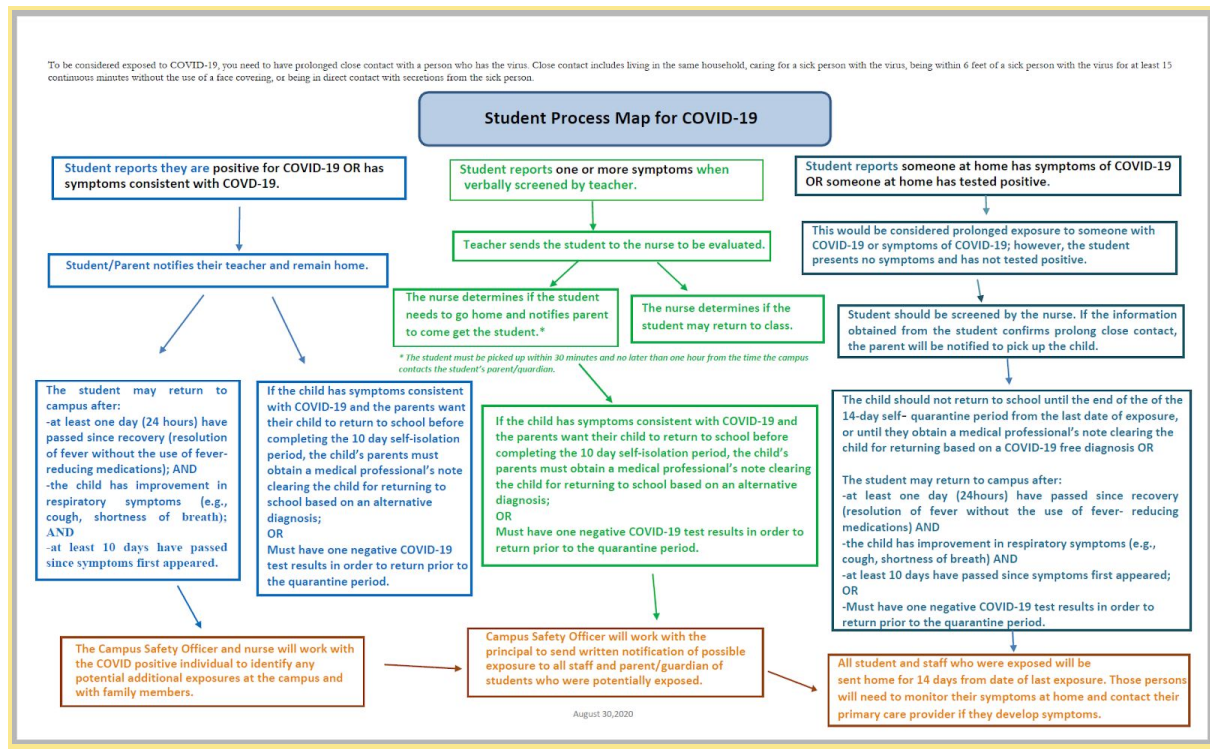
Students and employees with new or worsening symptoms may not return to school until:

- At least one (1) day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **and**
 - The individual has improvement in symptoms (e.g., cough, shortness of breath); **and**
 - At least ten (10) days have passed since symptoms first appeared; **or**
 - In the case of a student/employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to school until the individual has completed the same three-step criteria listed above; **or**
 - If the student or employee has symptoms that could be COVID-19 and wants to return to school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis; **or**
 - Must have one (1) negative COVID-19 test result in order to return prior to the quarantine period.
- (Updated 08/30/2020)

Process Map for Presumptive & Confirmed Exposure

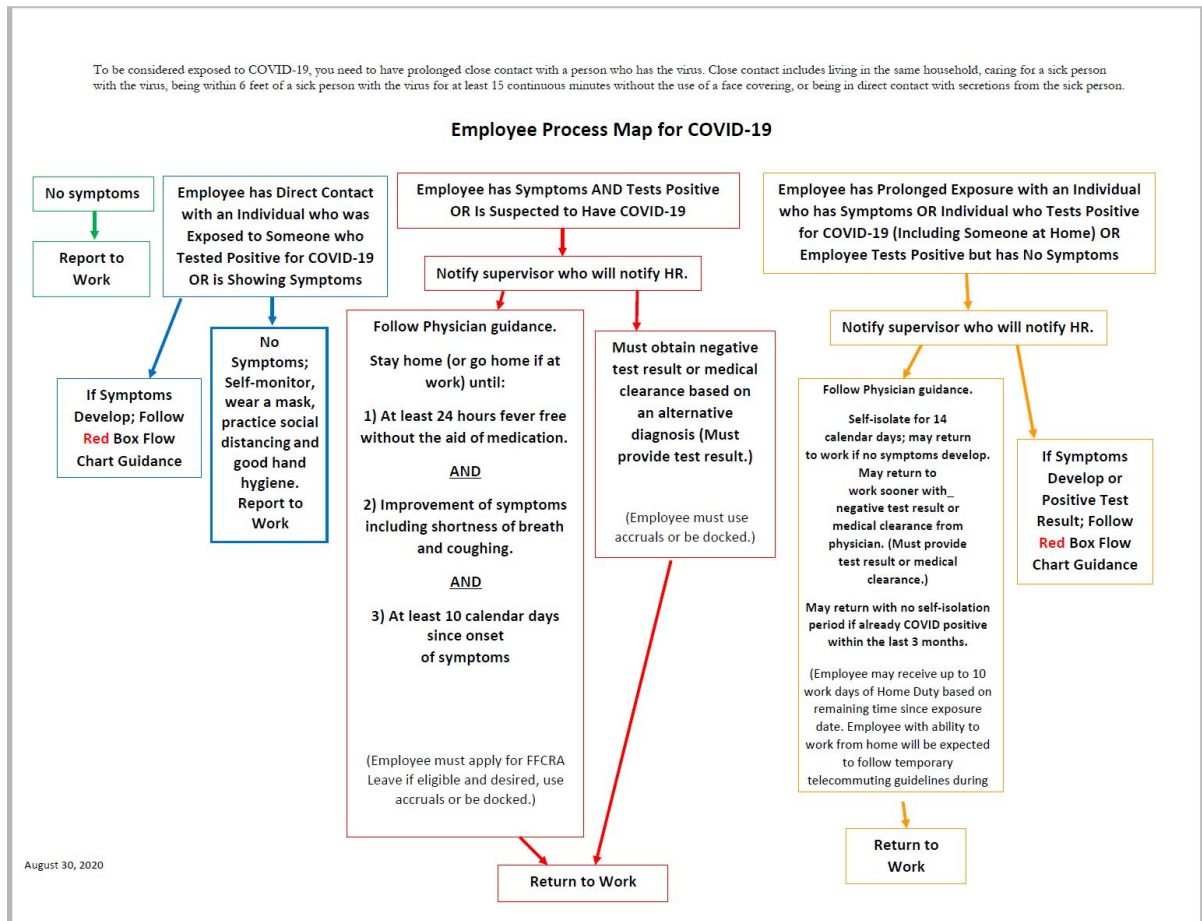
STUDENTS PROCESS MAP

(Updated 08/30/2020)



(Updated 08/30/2020)

EMPLOYEE PROCESS MAP



(Updated 08/30/2020)

COVID-19 Student Scenarios

Scenario 1:

If a student tests positive for COVID-19, the parent/guardian will notify the campus and/or teacher and the student will remain home and may return to campus after:

- 1.) at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **AND**
- 2.) the child has improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
- 3.) at least 10 days have passed since symptoms first appeared.

If the child has symptoms consistent with COVID-19 and the parents want their child to return to school before completing the 10 day self-isolation period, the child's parents must obtain a medical professional's note clearing the child for returning to school based on an alternative diagnosis; **OR**

The student must have one negative test result in order to return prior to the quarantine period.

The Campus Safety Officer and nurse will work with the COVID positive individual to identify potential additional exposures at the campus and with family members. The Campus Safety Officer will work with the principal to send written notification of potential exposures to all staff and parents/guardians of students who were potentially exposed.

All students and staff who were exposed will be sent home for 10 days from the date of last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop symptoms.

Students continue with their coursework and daily schedule from home. Students remain enrolled and connected to their in-person teachers. Teachers monitor engagement, assignment completion, and will schedule video conferences in small groups.

Scenario 2:

A student reports one or more symptoms when verbally screened by the teacher. The teacher will send the student to the campus nurse to be evaluated. Based on the evaluation the nurse may return the student to class or notify the parent the student needs to go home.

The student must be picked up within 30 minutes and no later than one hour from the time the campus contacts the student's parent/guardian, in order to reduce exposure. The student will remain home and may return to campus after:

- If the child has symptoms consistent with COVID-19 and the parents want their child to return to school before completing the 10 day self-isolation period, the child's parents must obtain a medical professional's note clearing the child for returning to school based on an alternative diagnosis; **OR**
- The student must have one negative test result in order to return prior to the quarantine period.

The Campus Safety Officer and nurse will work with the individual to identify potential additional exposures, if any, at the campus and with family members. The Campus Safety Officer will work with the principal to send written notification of potential exposures to all staff and parents/guardians of students who were potentially exposed.

All students and staff who are identified as having potential exposure will be sent home for 10 days from date of last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop symptoms.

Students continue with their coursework and daily schedule from home. Students remain enrolled and connected to their in-person teachers. Teachers monitor engagement, assignment completion, and will schedule video conferences in small groups.

Scenario 3:

A student reports that someone at home has symptoms or COVID-19 OR someone at home has tested positive for COVID-19. This would be considered prolonged exposure* to someone with COVID-19 or symptoms of COVID-19; however the student presents no symptoms and has not tested positive.

The student must be screened by the nurse for symptoms of COVID-19. If the information obtained from the student confirms prolonged close contact, the parent/guardian will be notified to pick up the student. The parent/guardian will need to have the student pick up within thirty minutes, in order to reduce exposure. The student will remain home and may return to campus after:

- The child should not return to school until the end of the 14-day self-quarantine period from the last date of exposure, **OR**

- Until they obtain a note from a medical professional clearing the child for returning based on a COVID-19 free diagnosis **OR**;

The student may return to campus after:

- 1.) at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever- reducing medications); **AND**
 - 2.) the child has improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
 - 3.) at least 10 days have passed since symptoms first appeared; **OR**
- The student must have one negative test result in order to return prior to the quarantine period.

APPENDIX

Attachments: Forms/Letters/Info

- [Template announcing closure](#) (word)
- [Template announcing closure being extended](#) (word)
- [Template announcing remaining open](#) (word)
- [Sample Letter for confirmed COVID exposure_staff](#) (word)
- [Sample Letter for confirmed COVID exposure_student](#) (word)
- [Sample Letter for presumptive COVID exposure_staff](#) (word)
- [Sample for presumptive COVID exposure_student](#) (word)
- [Healthy Hygiene Resources](#) (PDF)
- [2020 – 2021 SPECIAL EDUCATION LEARNING PLAN](#) (PDF)
- [2020 – 2021 CAREER & TECHNICAL EDUCATION LEARNING PLAN](#) (PDF)
- District Approved Masks for Elementary Students (English/Spanish)
- District Approved Masks for Secondary Students (English/Spanish)
- Mask Acknowledgment Form (English/Spanish)
- In-Person Instruction Parent Acknowledgment Form (English/Spanish)
- In-Person Activity Parent Acknowledgment Form (for distance learners) (English/Spanish)

Index of Toolkit

Included here are posters for use. They include:

- **Facility Signage**
- **Printable Information/PSA Posters**

If you need copies of these posters or have printing support requests, please contact Paul Bryan, SBISD Print Manager.

larry.bryant@springbranchisd.com



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**

Stop- Self-screen for any of the following new or worsening signs or symptoms of possible COVID-19:

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

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

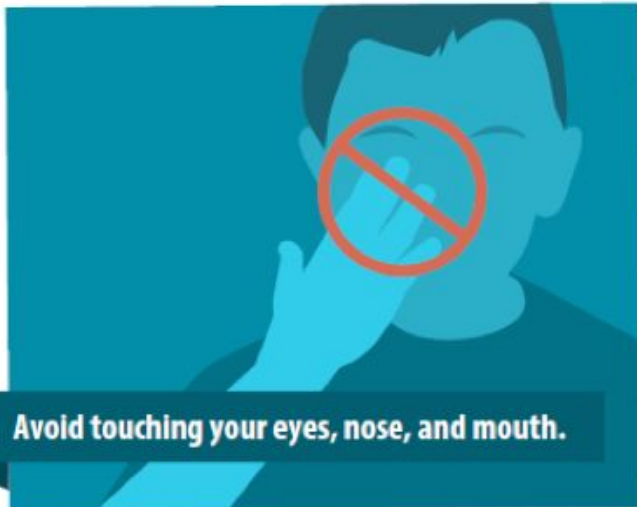
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



Help Protect Yourself and Others from COVID-19

Practice Social Distancing



Stay 6 feet (2 arm's lengths) from other people.

And Wear a Cloth Face Covering



Be sure it covers your nose and mouth to help protect others.
You could be infected and not have symptoms.



cdc.gov/coronavirus



**CLEAN
HANDS KEEP
YOU HEALTHY.**

Wash your hands with soap
and water for at least

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing



This material was developed by CDC. The Life Is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



Hands
that look
clean can still
have icky
germs!

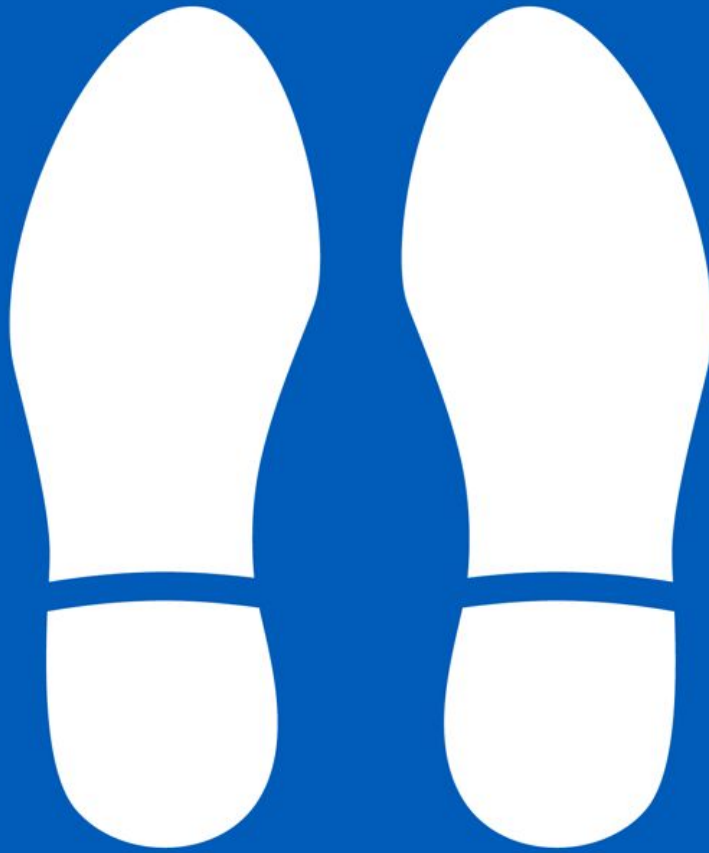
Wash YOUR Hands!



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

PLEASE STAND HERE



**THANK YOU FOR PRACTICING
SOCIAL DISTANCING**

CAUTION



**PLEASE SANITIZE THIS AREA
BEFORE AND AFTER USE.**

In an effort to protect the health
and safety of our students, staff
and community, all SBISD
buildings are closed to students
and the public.

FOR ASSISTANCE PLEASE CALL:

Randolph Adami

Director of Safety and Security

Ann Fisher

Manager of Risk Safety

713-464-1511

School/office hours at this site:

Thank you for your patience and
understanding during this public health crisis.



A COVID-19 Resource



CAUTION

**PLEASE SANITIZE YOUR HANDS
BEFORE AND AFTER USE.**



**PRIOR TO ENTERING
YOU HAVE TO
SELF-SCREEN
FOR SYMPTOMS
OR SIGNS OF
COVID-10**

COVER COUGHS & SNEEZES

**Stop the spread of germs that
can make you and others sick.**



**Cover your mouth
and nose with a
tissue when you
sneeze or cough.**



**If you don't
have a tissue,
use your elbow.**



**Wash hands
often, especially
after coughing
or sneezing.**

CAUTION



**WATER FOUNTAINS ARE
ONLY TO BE USED TO FILL
WATER BOTTLES**

STOP THE SPREAD OF GERMS

**Germs make you and others sick.
Use these tips to stop the spread.**



**Wash your
hands often**



**Consider wearing
a face cover**



**Cover your coughs
and sneezes**



**Keep 6 feet between
you and others**

WASH YOUR HANDS

**Always wash your hands with
soap for at least 20 seconds.**



- 1. Wet your hands**
- 2. Get soap**
- 3. Scrub (20 seconds!)**
- 4. Rinse**
- 5. Dry**

A large, dark red 'X' is centered on the page, serving as a background for the word 'PROHIBITED'.

PROHIBITED

DO NOT ENTER
This area is currently
PROHIBITED
from use.