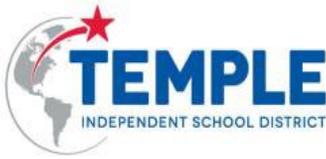


## COVID-19 Remote Learning Guidelines for Hard Copy Distribution and Collection

The following TISD Health Services recommendations were written after consulting with Gene Mikeska, MPH, Chief Epidemiologist for Bell County Public Health District (BCPHD), Texas Education Agency (TEA), and Centers for Disease Control and Prevention (CDC).

### **Recommendations for Distributing Paperwork to Parent:**

- **Glove use:**
  - Staff will not be coming in direct contact (touching) the family member; therefore, gloves are not indicated.
  - If direct contact/touch is made while distributing; follow CDC preventative actions utilizing hand sanitizer or washing hands as described in resource section below.
- **Face Masks:**
  - Per CDC face mask use is for ill individuals only. Therefore, face mask use is not indicated
  - If you are ill, you should not be distributing paperwork
  - Parents may feel less anxious if they see staff wearing gloves or facemasks; but due to national shortage of health care supplies, please follow and refer parent concerns to CDC and BCPHD guidelines.
- **Packet Preparation:**
  - No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their temperature before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
  - No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
  - Any locations in the school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins. See: [https://www.cdc.gov/flu/pdf/freeresources/updated/cleaning\\_disinfecting\\_schools.pdf](https://www.cdc.gov/flu/pdf/freeresources/updated/cleaning_disinfecting_schools.pdf)
  - If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
  - Wait 24 hours before distributing packets to families if only paper-based materials are involved. Wait 72 hours if plastic materials are used.
- **Packet Distribution:**
  - Establish a pick-up location that is outside the school building. For example, a table protected from the elements, with clearly marked bins by classroom can be set up.
  - Encourage pick-up times that are spread out, so parents and students aren't required to interact with others during the pick-up process.
  - Explicitly encourage parents to maintain distance from other parents while picking up packets. For example, they should remain 6 feet from anyone else while picking up packets. Consider placing markers on the ground to ensure six feet of separation.
  - Consider using vehicle pick-up/drop-off lines to avoid having families enter the building. You may ask parents to display a sign with their child's name and teacher on the dash of their car.

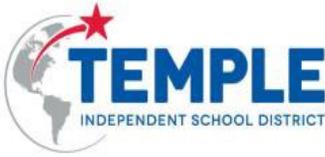


## COVID-19 Remote Learning Guidelines for Hard Copy Distribution and Collection

- When communicating about the pick-up, explicitly tell parents, “DO NOT COME if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.”
- Take all necessary measures to clean the pick-up area after each pick-up cycle.

### Recommendations for Parent Drop Off Procedure

- Establish a drop-off location that is outside the school building or use vehicle pick-up/drop-off lines. A table, protected from the elements, with clearly marked bins by classroom can be used.
- Encourage drop-off times that are spread out, so parents and students aren’t required to interact with others during the drop-off process.
- When communicating about the drop off, explicitly encourage parents to maintain distance from other parents while dropping off packets. For example, parents should remain 6 feet apart from anyone else while at the drop off.
- When communicating about the drop off, explicitly tell parents, “DO NOT COME if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.”
- Take all necessary measures to clean the drop-off area after each drop-off cycle.
- If you have provided envelopes for parents/students to return their homework packets in, use envelopes that do not require them to be moistened to be sealed.
- Wait 24 hours after a drop-off cycle before beginning to open the packets.
  - Per CDC and researchers at the National Institutes of Health, Princeton, and the University of California, Los Angeles, recent tests:
    - The Covid-19 virus remained virulent on surfaces for:
      - Up to 24 hours on paper/cardboard
      - This is in line with the stability of other droplet viruses
- TISD Custodial staff will clean the plastic collection bins with EPA-approved disinfectants
- Glove use:
  - Staff will not be coming in direct contact (touching) the family member; therefore, gloves are not indicated.
  - If direct contact/touch is made during collection process; follow CDC preventative actions utilizing hand sanitizer or washing hands as described in resource section below.
  - While grading/handling the paperwork; follow CDC preventative actions utilizing hand sanitizer or washing hands as described in resource section below.
- Face Masks:
  - Per CDC face mask use is for ill individuals only. Therefore, face mask use is not indicated
  - If you are ill, you should not be collecting paperwork



## COVID-19 Remote Learning Guidelines for Hard Copy Distribution and Collection Resource Information:

Per CDC, Covid-19 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 or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Per CDC, follow normal preventative actions while at work and home including:

- **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.

Per CDC, facemask protocol:

- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

Per CDC, Cleaning and Disinfection:

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **To disinfect:**
  - Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.
  - Diluting your household bleach. To make a bleach solution, mix:
    - 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water
    - Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Alcohol solutions:
    - Ensure solution has at least 70% alcohol.
  - Other common EPA-registered household disinfectants.
    - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

<https://tea.texas.gov/sites/default/files/Logistical%20Considerations%20for%20Paper-Based%20Packet%20Pickup%20to%20Mitigate%20Public%20Health%20Risks%20%282%29.pdf>