



# Mason Public Schools

## Family Guide and Protocols for In-person Instruction

Updated: January 20, 2021

### PROCESS FOR STAFF SCREENING

All staff will self-screen for symptoms with the district digital screener daily.

### PROCESS FOR STUDENT SCREENING

1. For the health and safety of our students, and in following local public health department recommendations, students need to be screened for COVID-19 symptoms before entering the school or bus. Parents/guardians are to screen their students daily, prior to the school day. Instructions for daily screening are included in this document.
2. If the screening tool indicates a potential risk for COVID, please notify your building attendance secretary and follow up with your pediatrician, family doctor, or urgent care.

### WHEN A STUDENT SHOULD STAY HOME OR WILL BE SENT HOME

Students should not go to school, any school activities, or sports if they show symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home. Screening students for symptoms or exposure risk every school day includes answering the following:

**Does your child have one of the following symptoms?:**

- New or worsening cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Fever (100.4 F or higher or felt feverish)

**Does your child have two or more of the following symptoms?:**

- Chills
- Muscle Aches
- Headache
- Sore throat
- Diarrhea
- Nausea or vomiting
- Nasal congestion or runny nose (not due to other known causes, such as allergies)

**Has the child had any of the following risks for COVID-19 in the prior 14 days?:**

- a. Close contact with a person with confirmed COVID-19.

If your answer is 'Yes' to any of the three questions above, the student cannot report to school and the parent/guardian should call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.

The parent or guardian can also call 2-1-1 or go to [www.mi.gov/coronavirustest](http://www.mi.gov/coronavirustest) to find the closest location to have the student tested for COVID-19.

**If a student stays home due to symptoms, exposure, or because they test positive for Covid-19, parents must contact the office of the District Health Environment Coordinator before being allowed to return to in-person instruction or on campus activities:**

**Nick Toodzio, email: [toodzion@masonk12.net](mailto:toodzion@masonk12.net) phone: 517-883-8120**



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## MASKS and FACE COVERINGS REQUIREMENTS FOR IN-PERSON INSTRUCTION

Wearing a mask and maintaining social distance reduces risk of transmission:

Chance of Transmission	Asymptomatic COVID-19 Carrier	Uninfected Person
HIGHEST		
HIGH		
MEDIUM		
LOW		
LOWEST		

← 6 ft →

All MPS Building Staff and Students must follow the Mask-Wearing Requirements and Protocols listed below:

1. All staff members will wear masks throughout the school day.
  - a. Exemptions:
    - i. Staff with a medical condition confirmed by a physician.
    - ii. Staff who are required to wear a face covering under this guidance may remove their face covering while eating or drinking.
2. All students PreK-12th will wear a mask throughout the school day.
  - a. This includes common areas (buses, hallways, and shared spaces) and during transitions.
  - b. All students PreK-12th will wear a mask in their classroom setting with the following exceptions:
    - i. Those with medical conditions (confirmed and documented by a physician) and those outlined in IEP and 504s. Medical documentation is to be provided to the District Healthy Environments Coordinator ([toodzion@masonk12.net](mailto:toodzion@masonk12.net)).
    - ii. When eating or drinking.

## MASKS

Face coverings/masks, without holes, need to cover the student's nose and mouth. Parents and guardians are encouraged to have their student(s) practice wearing a mask in the weeks leading up to a return to school.



# Mason Public Schools

*Family Guide and Protocols for In-person Instruction*

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## MASK AVAILABILITY

If a student arrives on the bus or at school without a mask or their mask isn't fitting properly, they will be given a disposable mask to wear. We will have disposable masks available on each bus and at each school for students and staff as necessary. Repeated arrival without a mask may result in the student not being allowed on the bus or in a school building.

A reusable cloth mask will be issued to each student upon the return to school, if needed.

## MASK WEARING RESOURCES

Social Stories and Songs

[We Wear Masks Social Story](#)

[Wear a Mask Social Story](#)

## BUSING AND STUDENT TRANSPORTATION

### **District and Building Implementation Plan:**

- Signage will be added to each bus to address the use of face masks by all students and drivers and the use of hand sanitizer upon boarding the bus
- Hand sanitizer will be supplied daily for each bus.
- In compliance with the Michigan's Return to School Roadmap, buses will be cleaned between routes.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus with a mask.
- The District Healthy Environments Coordinator will notify the Transportation Department of any student who has a medical exemption from wearing a mask.
- Weather permitting, bus drivers will keep windows open on the bus to improve ventilation.
- Social Distancing will be practiced to the maximum extent possible on each bus.



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### HYGIENE and CLEANING

1. Classroom teachers will instruct students and reinforce as needed on the following health practices (this may be done via video):
  - a. Proper handwashing.
  - b. How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash.
2. Signage will be posted related to hygiene strategies in each room, restroom, throughout the hallways.
3. Custodial staff will spray/wipe down all frequently-used areas throughout the day and following any evening activities in the building.
4. Students' desks will be disinfected after every period at the secondary level. Elementary students will remain in the classrooms and desks/tables will be cleaned each day. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.

### PROTOCOL FOR COVID IN THE SCHOOLS

1. Every school building will have a designated room to serve as an isolation area for symptomatic students.
2. Staff will utilize Personal Protective Equipment (PPE) when placing the symptomatic student in the isolation area.
3. Building staff will be trained in the signs and symptoms of COVID-19, the proper use of PPE, and reporting of steps taken.

### PROCEDURE FOR SUSPECTED CASE OF COVID-19

1. Students displaying symptoms will wear a mask, be isolated in a designated room, and the student's legal guardian will be called. *It is very important that a guardian or specified emergency contact be available to pick up the student within 30 minutes.*
2. Using the symptoms listed below school personnel will determine if the student will be placed into an isolation space until a parent/guardian can pick up the student.

**One of the following symptoms:**

- New or worsening cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Fever (100.4 F or higher or felt feverish)

**Two or more of the following symptoms:**

- Chills
- Muscle Aches
- Headache
- Sore throat
- Diarrhea
- Nausea or vomiting
- Nasal congestion or runny nose (not due to other known causes, such as allergies)

3. Parents/Guardians must call the School Office when they arrive, and the student will



# Mason Public Schools

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- walk out the designated exit to meet the parent/guardian in the car.
4. Parents/Guardians will be provided instructions for testing and the process for their student's return to school. This will be done in coordination with the District Healthy Environments Coordinator.
  5. District will contact Health Department to determine next steps, if a positive case is confirmed.

### WHAT HAPPENS IF SOMEONE AT SCHOOL TESTS POSITIVE FOR COVID-19?

1. Student/Staff is confirmed positive for COVID-19 with a diagnostic test (nose/throat swab) or their doctor states they are presumed positive:
  - a. School learns about the positive case: The district COVID liaison will collect pertinent information from the positive staff member or parent/guardian of student and report the case to the health department.
  - b. The Health Department learns about the case: the Health Department calls the district COVID-19 liaison.
2. The Health Department interviews the affected individual(s) and determines the isolation/quarantine period and any non-school contacts.
3. School district/building and Health Department work together to identify close contacts.
  - a. Close contacts are notified by the health department and placed in 10 to 14-day quarantine based on their last exposure.
    - i. Close contact does not develop symptoms, completes quarantine period, and returns to school.
    - ii. Close contact becomes symptomatic or tests positive for COVID-19, and is now a confirmed or probable case.
4. School district posts the case in the district COVID-19 dashboard, protecting confidentiality/identity of individuals.
5. Individual(s) completes their isolation period and returns to school following Health Department requirements.

Health Department Resources:

Ingham County Health Department [COVID-19 RETURN TO SCHOOL TOOLKIT](#)  
Ingham County Health Department [Process for a COVID-19 Case at School](#)

### GENERAL RESOURCES

[Back to School Road Map](#)  
[Ingham County Health Department](#)