



CORONAVIRUS (COVID-19)

TOOLKIT

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PARENT FACT SHEET:

CORONAVIRUS (COVID-19)

HISD is closely monitoring Coronavirus COVID-19 and is in contact with the Centers for Disease Control, Texas Department of State Health Services and Houston Health Department to follow all precautionary measures as new details emerge. Knowing important information about the virus and how to be prepared not only can prevent illness but also reduce stress and calm anxieties.

WHAT SHOULD I BE LOOKING FOR?

The symptoms for COVID-19 include mild to severe respiratory illness that mimic flu-like symptoms, including:

**FEVER****COUGH****SHORTNESS OF BREATH**

Flu symptoms can also include a sore throat, runny or stuffy nose, body aches, headaches, chills, fatigue and may include vomiting and diarrhea. All symptoms may not be present.

Having these symptoms alone does not mean that someone has the virus. Symptoms may appear in as few as two days or as long as 14 days after exposure. According to the CDC, preventive measures for the COVID-19 are similar to other respiratory viruses such as the flu.

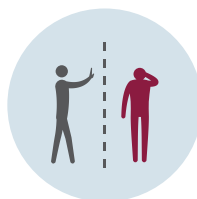
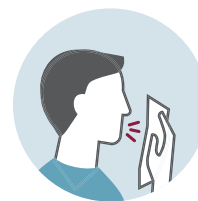
**WHAT IF MY CHILD HAS THESE SYMPTOMS?**

Contact your healthcare provider immediately and keep children home from school when sick.

According to the CDC, older people and those with underlying health conditions are at an increased risk for serious illness from COVID-19.

HOW TO PREVENT SPREAD OF COVID-19?

- Wash hands frequently for 20 seconds each time (sing Twinkle, Twinkle Little Star slowly)
- If soap/water are not available, use hand sanitizer
- Cover coughs and sneezes
- Stay home when sick
- Throw away used tissues and immediately wash hands
- Avoid close contact with people who are sick
- Avoid touching your eyes, mouth or nose to prevent the spread of germs
- Disinfect high-touch surfaces such as desktops, phones and tablets more frequently



GENERAL INFORMATION

What is Coronavirus (COVID-19)?

Coronavirus (COVID-19) is a new virus that causes respiratory illness in people and can spread from person to person. The virus that causes COVID-19 originated in Wuhan, Hubei Province China. It is being closely monitored by the Centers for Disease Control and Prevention (CDC).

Are there any confirmed cases of COVID-19 in HISD?

HISD currently has no confirmed cases of COVID-19. However, acting out of an abundance of caution, the district issued a 14-day self-quarantine for several individuals, all of whom recently returned from a country on the CDC travel warning list or are closely related to someone who did. Schools will be identified if cases are confirmed, as recommended by health officials.

What are the symptoms?

Symptoms of COVID-19 include:

- Fever
- Cough
- Shortness of breath

How is the virus spread? Is there a vaccine?

COVID-19 is spread between people who are in close contact with one another (within about six feet) through coughing and sneezing. The virus also may be transmitted by touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands. There is currently no vaccine to protect against COVID-19.

What can I do to prevent the spread of the virus?

- Wash hands with soap and water frequently for at least 20 seconds
- Use alcohol-based sanitizers when soap and water are not available
- Use disposable tissues when coughing and sneezing, and dispose of them carefully and promptly
- If tissues are not available, direct your cough or sneeze into the crook of your arm/sleeve
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Clean and disinfect "high-touch" objects and surfaces
- Stay home when you are sick, and remain home until you have been fever-free for 24 hours without the use of fever-reducing medication
- Avoid close contact with anyone who has cold or flu-like symptoms
- Maintain healthy habits that support your immune system

Is HISD going to close due to COVID-19?

We are committed to keeping you updated and providing you with information as soon as we have it. Please know that the health and safety of our students and staff is our top priority and all decisions are being made with that in mind. We are continuing to closely monitor the situation and staying in contact with city, state, and national health and education officials. If any cases are confirmed in HISD, we will notify you and let you know what actions are being taken as a result. Please visit houstonisd.org/HealthAlerts for the latest updates.

Where can I find the latest information and updates about the impact of COVID-19 on HISD?

For ongoing updates and information, visit HoustonISD.org/HealthAlerts.

HISD ENHANCED CLEANING PROCEDURES

How are you keeping schools clean?

HISD is enhancing standard procedures for cleaning and disinfection of schools. In addition to routine cleaning, custodial crews are regularly disinfecting tables, chairs, desks, cabinets, door handles, restrooms, sinks, water fountains, and other frequently touched areas, as suggested by local and state health officials and the Texas Education Agency. Additionally, the district uses antimicrobial floor wax as standard practice.

HISD has contracted with two commercial cleaning companies to assist with deep cleaning and sanitization efforts, as needed. This includes fogging all rooms with CDC-recommended disinfectant and cleaning all air ducts, a common practice for potential cases of airborne viruses.

Does HISD have enough supplies?

Custodial teams also are making sure all schools and buildings are properly stocked with needed supplies, including soap, paper towels, and toilet paper. Surplus supplies also have been ordered and are on-hand, should schools need to be quickly restocked.

Campus staff should continue to follow the standard procedure for re-ordering supplies, as needed. If a campus is completely out of supplies, the plant operator should contact his or her supervisor for an immediate delivery, which also is standard process.

Why doesn't my teacher or classroom have cleaning supplies?

All school cleaning is done by in-house and contract custodial crews. Any additional cleaning and disinfecting supplies for teachers to have on hand in their classrooms must be ordered at the campus level.

Are HISD custodians trained?

HISD custodians and plant operators undergo extensive, ongoing training related to proper cleaning and sanitization. Like all HISD employees, they also must complete the district's annual required online training for health-related issues.

How is my bus being cleaned?

Daily bus sanitization is taking place. Custodial managers are training transportation staff on proper cleaning and sanitization methods, and custodial crews are providing bus cleaning assistance, as needed.

CAMPUS VISITATION — CHILDCARE, TUTORING, STUDENT WORK PROGRAMS, MEETINGS

Can I still visit a school?

Beginning Monday, March 23, 2020, and lasting through Friday, April 3, 2020, HISD will temporarily limit ALL campus visitors, including parents and volunteers. Parents will only be allowed on campus to pick up or drop off their child. If a parent meeting is scheduled, they will be required to complete check in and check out at the school office or campus clinic.

Afterschool childcare will remain open. Tutoring and Admission Review Dismissal (ARD) and Intervention Assistance Team (IAT) meetings also will continue as scheduled. However, participants will be subject to screening.

Note: All tutors, student teachers, substitutes, hourly lecturers, vendors, and contract employees must be screened by an HISD nurse before they will be allowed access to the campus. This includes mandatory temperature screenings, as well as questions regarding recent travel and health-related symptoms.

Will this impact students involved in work-based learning opportunities?

HISD is in communication with business partners that provide our students work-based learning opportunities. HISD students who work off campus will continue to do so unless the worksite closes or cancels student participation.

Can employee organizations come onto campus during this time?

All other visitors, including employee organizations, will be allowed entry at the principal's discretion. Screening will be required before access to the campus is granted. Teleconferencing is strongly encouraged during this time.

REQUIRED TRAVEL REPORTING

What if I'm going on vacation during Spring Break?

All HISD employees, students, and families who have traveled or are planning to must register their travel plans using the **HISD Travel Reporting Form**. This form must be completed no later than Friday, March 27, 2020. (Printable version: www.houstonisd.org/HealthAlerts.) All HISD students, families, and employees should take extra precautions when traveling and follow travel guidelines provided by the Centers for Disease Control and Prevention [Coronavirus Disease 2019 Information for Travel website](#).

CAMPUS & DISTRICT EVENTS

Are any district or campus events canceled?

Beginning Monday, March 23, 2020, and lasting through Friday, April 3, 2020, all afterschool activities and large campus gatherings will be **CANCELED**. The Parent University scheduled for March 24, 2020, also is canceled.

Note: UIL-sponsored events taking place at stadiums will continue as scheduled. UIL-sponsored events will continue after spring break as scheduled.

Will Spring Break camps still be held at my campus?

HISD Spring Break camps will be limited to three days — Monday, Tuesday and Wednesday — to allow time for thorough cleaning before students return to school.

UPDATED ABSENCE & ATTENDANCE POLICIES

Are there any updates to the student absence policy due to COVID-19 concerns?

HISD will continue to accept a written excuse from parents for student absences that may be related to precautions taken around COVID-19.

Are there any updates to the student attendance policy due to COVID-19 concerns?

Perfect attendance guidelines will be suspended for the remainder of the semester, with perfect attendance for the 2019-2020 school year recognized through March 6, 2020. Additionally, attendance criteria for high school final exam exemptions will be suspended for Spring 2020.

COVID
CORONAVIRUS
DISEASE **19**

STOP THE SPREAD OF GERMS

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

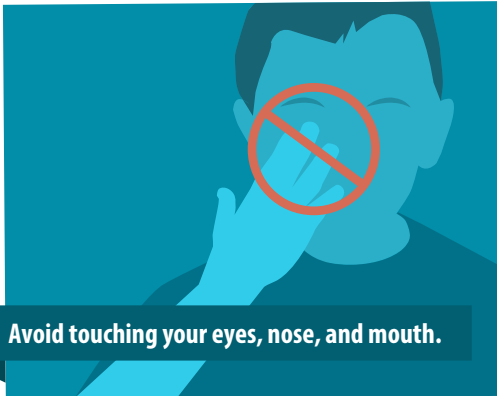
Avoid close contact with people who are sick.



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.



TEXAS
Health and Human
Services

Texas Department of State
Health Services

For more information: dshs.texas.gov/coronavirus

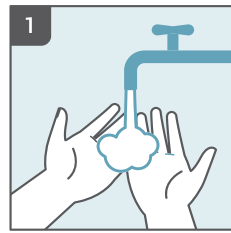
PROPER HAND HYGIENE

WHEN?

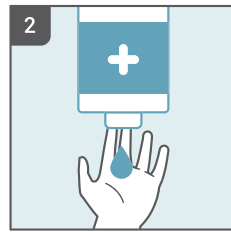
- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

Receive updates and new information at
HoustonISD.org/HealthAlerts

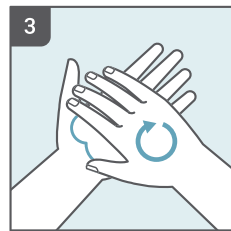
HOW?



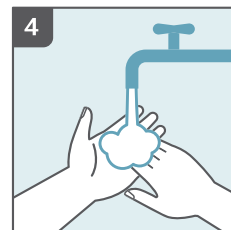
Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



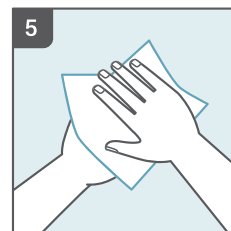
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least **20 seconds**. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

PARENT GUIDE:

COVID-19 SELF-QUARANTINE

WHAT DOES SELF-QUARANTINE MEAN?

Staying in your home and not leaving for a 14-day period.



WHO SHOULD SELF-QUARANTINE?

- ⚠️ A patient with **symptomatic laboratory-confirmed** COVID-19 *or*
- ⚠️ A patient **under investigation** for COVID-19
- ⚠️ Anyone the **HISD Health and Medical Services Director** deems necessary

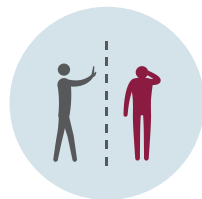
HOW TO SELF-QUARANTINE:

STAY HOME



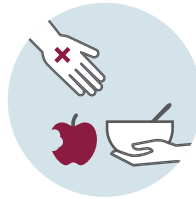
- People who are mildly ill with COVID-19 can **isolate** at home.
- **Restrict** activities outside your home, except for getting medical care.
- **Do not** go to work, school, or public areas.
- **Avoid** using public transportation, ridesharing, or taxis.

SEPARATE YOURSELF



- **Stay** in a specific room, away from other people in your home.
- **Do not** allow visitors into your home.
- **If infected**, you should wear a facemask when around other people.

AVOID SHARING



- **Do not** share household items like dishes, glasses, cups, utensils, towels, or bedding.
- After use, these items should be washed **thoroughly** with soap and water.

CLEAN “HIGH-TOUCH” SURFACES



- “**High-touch surfaces**” include counters, tabletops, doorknobs, bathroom fixtures, toilets, etc.
- Use a household **disinfecting spray or wipe**, according to the label instructions.

MONITOR SYMPTOMS



- **Self-monitor** your temperature twice daily.
- **Seek prompt medical attention** if your illness is worsening.
- Before seeking care, **call your healthcare provider** and tell them that you have, or are being evaluated for COVID-19.
- If you have a medical emergency **call 911, notify the dispatch personnel** that you have, or are being evaluated for COVID-19.

Receive updates and new information at
HoustonISD.org/HealthAlerts

HISD TRAVEL REPORTING FORM

1. Last Name	2. First Name	3. Employee/Student ID
4. Name of School/Department:		
5. District Affiliation: Student Staff Parent/Guardian		
6. E-mail Address:	7. Phone Number:	
8. Are you planning to travel or did you travel during Spring Break? Yes No If yes where:		
9. Is your travel for personal reasons or part of a district business/district-sponsored trip? Personal District Business/District-Sponsored Trip N/A		
10. If you have traveled outside the United States, please specify where: Mainland China Iran Europe South Korea Japan Cruise Other, please specify:		
11. Please describe your travel plans. Include U.S. departure and U.S. arrival dates, as well as all cities and countries you visited during your trip.		
12. Are you aware that you must self-quarantine for 14 days prior to returning to HISD if you have traveled to China, Europe, Italy, South Korea, Japan or any other country determined to be a Level 2 or Level 3 by the CDC? Yes No		
13. You must notify HISD after the 14 day self-quarantine before you return to campus by sending an email to TravelHealthServices@HoustonISD.org , and you must receive written approval to return to campus. Initial here to confirm your understanding:		

PARENT/GUARDIAN ONLY:

14. Last Name:	15. First Name:	16. Relationship:
17. Phone Number:	18. E-mail Address:	

HISD EMPLOYEES ONLY: IDENTIFY YOUR HISD SUPERVISOR

19. Department:		
20. Last Name:	21. First Name:	22. Title:
23. Phone Number:	24. E-mail Address:	

Signature:

Date:

All forms due no later than Friday, March 27, 2020.

Completed forms should be emailed to TravelHealthServices@HoustonISD.org or turned in to the student's school or employee's supervisor.

Receive **updates** and **new information** at
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