



**RETURN
To in-person
INSTRUCTION
& CONTINUITY OF
SERVICES PLAN**

**STAY
SAFE**

2022 - 2023

KEY POINTS OF CONTACTS

Dr. André D. Spencer, Superintendent

512-278-4002

Andre.Spencer@manorisd.net

Dr. Tajah M. Gross, Chief Equitable Innovation Officer

512-278-4074

Tajah.Gross@manorisd.net

Michele McKinley, Executive Director of Special Programs

512-278-4400

Michele.McKinley@manorisd.net

Erica Hill, Director of College, Career, and Military Readiness

512-278-4454

Erica.Hill@manorisd.net

Mayra Hernandez,
Director of The Whole Child, Community Partnerships, and Engagement

512-278-4462

Mayra.Hernandez@manorisd.net

Kellen Segura, Director of Fine Arts

512-278-4433

kellen.segura@manorisd.net

Dr. Oscar Garcia, Director of Guidance and Counseling

512-278-4452

Oscar.Garcia@manorisd.net

Diana Rios-Rodriguez, MSN, BSN, RN
Director, Health and Wellness

512-278-4093

Diana.Riosrodriguez@manorisd.net

Joe Mendez, Chief Operations Officer

512-278-4016

Joe.Mendez@manorisd.net

Ryan Cengel, Director of Food & Nutrition Services

512-278-4081

Ryan.Cengel@manorisd.net

Aamir Mohiuddin, Director of Transportation

512-278-4084

Aamir.Mohiuddin@manorisd.net

Anthony Swain, Athletic Director

512-278-4820

Anthony.Swain@manorisd.net

David Gonzalez, Interim Director of Technology
512-278-4997
David.Gonzalez@manorisd.net

Michael Perkins, Chief Schools Officer
512-278-4421
Michael.Perkins@manorisd.net

Alejandro Góngora, Chief Academics Officer
512-278-4467
Alejandro.Gongora@manorisd.net

Shawna Clouser, Director of Instructional Services - Elementary
512-278-4034
Shawna.Clouser@manorisd.net

Valerie Torres-Solis, Director of Instructional Services - Secondary
512-278-4469
Valerie.TorresSolis@manorisd.net

Darrell Baty, Executive Director of Research, Data, and Accountability
512-278-4973
Darrell.Baty@manorisd.net

Erica Galindo, Director of Multilingual Education
512-278-4457
Erica.Galindo@manorisd.net

Jeff Solomon, Chief Financial Officer
512-278-4020
Jeff.Solomon@manorisd.net

Dr. Tamey Williams-Hill, Chief Human Capital Officer
512-278-4000

Candice Cooper, Chief Communications Officer
Candice.Cooper@manorisd.net
512-278-4456

Clarence Yarbrough, Chief of Police
Clarence.Yarbrough@manorisd.net
512-278-4379

In order to ensure the health and wellness of all our Manor ISD scholars and to prevent and mitigate the spread of COVID-19 the district is continuing to proactively monitor and implement measures that will help control the spread of COVID-19 and other communicable diseases.

School Supplies

School supplies **will not** be shared with other scholars to prevent the spread and/or cross-contamination of communicable diseases that are spread by contact. If scholars are rotating through stations, scholars will be provided with the opportunity to sanitize their hands prior to moving onto the next station. Scholars may also bring their own hand sanitizer.

Athletics & Extracurricular Activities

All scholars are required to complete the **Rank One** paperwork and have an up-to-date physical yearly.

Masks will be optional in all school buildings, facilities, transportation and athletic facilities. All scholars must continue to screen for COVID-19 symptoms and refrain from participating if symptomatic. If scholars become symptomatic before, during or after practice or rehearsals, notify the coach or director immediately.

At this time, Manor ISD will offer athletics and extracurricular activities in the Fall '22 and Spring '23 semesters. It remains possible that some or all of our Athletic and Fine Arts seasons may be subject to change.

Manor ISD will continue to utilize an **online ticket** sales platform.

Manor ISD Every Day Strategies

The following health and safety mitigation measures are recommended daily upon entry of the building.

- Hand Sanitizer: Hand sanitizer will be provided for scholars and staff members.
- Masks: Masks will be optional in all school buildings, facilities, athletic facilities, and school buses.
- Water and Food: Scholars will be required to bring their own water bottle and will not be allowed to share water or food with other scholars.
- At this time water fountains will remain closed due to the new threat of Monkeypox and the current pandemic.

Manor ISD COVID-19 Visitor Procedures

Masks will be optional in all school buildings and facilities. All Manor ISD visitors must continue to practice self responsibility to self-screen and monitor for any COVID-19 like symptoms and refrain from visiting if they are sick.

Please note: Manor ISD Visitation policies and procedures are subject to change should there be a high COVID-19 risk level or community transmission rate.

- All direct service providers will be allowed to access their designated school campus(es) and will comply with Manor ISD school visitor protocols.

- If any direct service provider should begin to exhibit signs or symptoms during their time on campus, we ask that they notify the school campus principal or designee and leave the school premises immediately.
- Report any positive COVID-19 test results to the school campus principal or designee. Please note that all health information is protected health information (PHI), and will only be shared with the District Risk Management Coordinator and the Interim Director of Health and Wellness.

MonkeyPox (MPX)

As you may be aware, there have been cases of MonkeyPox in Travis county. In order to decrease the risk of MonkeyPox, Manor ISD recommends anyone with an undiagnosed skin rash refrain from coming to the school and immediately consult with a healthcare provider for additional guidance. For information on Monkeypox, visit Austin Public Health website [here](#).

Field Trip Protocols

Manor ISD schools **will be allowed** to participate in field trips. When selecting a location for a field trip, it is highly recommended that the selected venue mimic the current protocols and mitigation measures that Manor ISD has in place. Field trips may be subject to change based on the level of community spread. All parents must complete a field trip permission slip as well as the [COVID-19 Waiver](#) prior to scholars participating in the field trip.

All scholars, teachers, and staff are required to continue to allow scholars to wear a mask if they choose to do so, and permit social distancing. It is recommended when the community spread is high that all scholars have assigned seats while on the bus and the campus COVID-19 Point Of Contact (POC) must have a copy of the seating chart and group cohorts. It is recommended that transportation open or crack windows in buses if it is safe to do so. Scholars may use hand sanitizer prior to loading and unloading the bus.

Manor ISD Continuity of Services Plan

Manor ISD will continue to provide wrap-around services for all scholars and staff who are in need of Health, Wellness, Mental Health Support, and/or referral to additional support services through mental health community agencies and partnerships. Comprehensive health services continue to be offered through the [Manor Mustang Clinic](#) located across the street from the Manor New Tech High School field house/gym (10323 US Hwy 290 East, Manor, TX 78653).

Health & Wellness Protocols

Manor ISD highly recommends all scholars that are eligible to be vaccinated against COVID-19 to do so. The COVID-19 vaccine is not a requirement to return or remain in school. It is recommended due to it being the leading public health prevention strategy to help protect from serious illness due to COVID-19. For more information regarding COVID-19 vaccines visit [CDC COVID-19 Vaccines for Children and Teens](#).

Masks **will be optional** in all school buildings, facilities, athletic facilities, and on school buses. Face masks are non-medical grade disposable face masks, cloth face masks that fit snugly against the sides of the face (over the nose and mouth) to protect eyes, nose, and mouth. The following resource on [Your Guide to Masks](#) will help you and your scholar understand the proper use of a mask should scholars opt to continue to wear a mask while at school.

As we begin the academic year Manor ISD will continue to utilize the [CDC COVID-19 By County](#) calculator for monitoring the level of spread based on the table provided by CDC. Scholars will be given a mask to wear in the following scenarios:

- Scholars accessing health care within school based health clinics, who are symptomatic, must wear a mask.
- People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.
- Scholars that are receiving health related services (i.e. dental, vaccination clinic, counseling, special education evaluations) but not limited to these services provided, will be required to wear a mask. The service provider will also be required to wear a mask during health related services.

All parents of scholars must continue to monitor for symptoms and are asked to keep their scholar(s) at home if they have any COVID-19 like symptoms. The Health and Wellness Department will continue to work diligently to ensure that all of our scholars and staff are safe and healthy while in school.

Manor ISD will continue to implement and update our health and wellness protocols based on the level of spread in the community ([APH COVID-19 Risk-Based Guidelines](#)). As a district, we are aware that the virus continues to change and with these changes come modifications in our practice in schools to ensure the health and safety of our scholars.

Personal Protective Equipment (PPE)

School campuses will be provided hand sanitizer, and face masks as a layer of protection and prevention of the spread of COVID-19. Campuses will each receive an allocation of supplies and additional requests may be requested via school dude. Transportation will be provided with a supply of masks for any scholar requesting a mask.

Handwashing

- Hand sanitizer units will be stationed at the entrances and exits, throughout the buildings, in every classroom and on the buses.
- Scholars and staff will be instructed and regularly reminded about the importance of proper handwashing.
- Teachers may schedule additional breaks to give scholars the opportunity to wash their hands, either at a classroom sink or in a restroom
- Handwashing is the best prevention measure that can stop the spread of germs, and viruses.

COVID-19 Point of Contact

Each school campus principals will identify a COVID-19 Point of Contact for parents and staff to contact regarding questions or concerns. In addition, the Point of Contact will work closely with the campus nurse to communicate concerns and lessons learned regarding the COVID-19 response and preventive strategies. You may access the list here: [COVID-19 Point of Contact](#).

COVID-19 Dashboard

The [COVID-19 Dashboard](#) is live on the Manor ISD website and updated as cases are reported in order to provide families, staff, and community with a transparent summary of COVID-19 cases. Due to the updated CDC COVID-19 guidance, close contacts are no longer required to quarantine. For information on when and how to isolate please review The Center for Disease Control's (CDC) [Isolation and Precautions for People with COVID-19](#) webpage and/or Austin Public Health's updated [Isolation and Exposure Guidance](#).

Daily Prescreening for COVID-19

Parents must ensure they do not send their scholar(s) to campus if they have a temperature of 100 degrees Fahrenheit or greater, if they have any of the COVID-19 symptoms, or if they are positive for COVID-19.

[CDC COVID-19 Symptom Tracker](#) is a tool that parents may use to identify if someone should stay home, get tested, or seek medical attention. Below are the symptoms that have been identified as primary symptoms of COVID-19, therefore it is important to monitor your scholar for any of the signs listed below. In addition, in Skyward Family Access where you enrolled or completed returning student verification you signed a document that provided you with this information below.

Has your child begun experiencing any of the following in a way that is not normal for them?

- *Feeling feverish or a measured temperature greater than or equal to 100 degrees F*
- *Loss of taste or smell*
- *Cough*
- *Difficulty breathing*
- *Shortness of breath*
- *Fatigue*
- *Headache*
- *Chills*
- *Sore throat*
- *Congestion or runny nose*
- *Shaking or exaggerated shivering*
- *Significant muscle pain or ache*
- *Diarrhea*
- *Nausea or vomiting*

Emergency Warning Signs

If someone is showing any of these signs, seek emergency medical care immediately:

- *Trouble breathing*
- *Persistent pain or pressure in the chest*
- *New confusion*
- *Inability to wake or stay awake*
- *Bluish lips or face*

Call your medical provider immediately for any other symptoms that are severe or concerning to you.

Scholar Who Test Positive for COVID-19

In accordance with the Texas Department of State Health Services ([DSHS](#)) Rule, Manor ISD must exclude scholars from attending school in person who are actively sick with COVID-19, who are suspected of being actively sick with COVID-19, or who have received a positive test result for COVID-19. Parents must be immediately notified so that they can pick up their scholar from school and the scholar must be picked up within a thirty minute timeframe to minimize exposure. Parents **must** ensure that they do not send a scholar to school if they have any COVID-19 symptoms or have been confirmed to have COVID-19, until the conditions for readmission are met.

Exclusion shall continue until the following readmission is met:

- For children with symptoms , at least 5 days have passed since symptom onset
- Fever free for 24 hours without fever reducing medications
- Improvement of symptoms
- Children who test positive for COVID-19 but do not have any symptoms must stay home until at least 5 days after the day they were tested.
- For children who test positive *without* symptoms, at least 5 days after the day they were tested

Scholars Who Receive the Manor ISD Exposure Notification Letter

There is no longer a mandatory stay at home period for scholar's exposed to COVID-19. Instead we ask that if you receive the Manor ISD Exposure Notification Letter you closely monitor your scholar for symptoms for 10 days, and encourage your scholar to mask for 10 days. To help mitigate the risk of positive asymptomatic individuals being on campuses, COVID-19 testing is recommended for individuals on days six after exposure, after travel, or participation in large event gatherings.

Manor ISD will continue to monitor the COVID-19 case rates in Austin Travis County and work in conjunction with Austin Public Health to re-evaluate and adjust our health protocols in accordance with the level of spread in the Manor community. For more information about the current community level, please visit the Austin Public Health COVID-19 [webpage](#).

Manor ISD COVID-19 Testing

Manor ISD will be implementing a COVID-19 testing program that will meet the unique needs of our community. Please stay tuned for information. For COVID-19 testing resources visit the [Manor Mustang Clinic](#) or [APH testing website](#).

Case Review and Reporting for School-Based Exposure

- Upon notification of a positive COVID-19 case, the campus [POC](#) will notify the Chief of Schools.
- The [COVID-19 Reporting Form](#) will be completed and submitted to the Chief Schools Officer and the Director of Health and Wellness.

- [Steps to Follow When a Positive COVID-19 Case is Reported.](#)
- Any scholar with a confirmed positive COVID-19 test result, must remain off campus until they meet the criteria below for readmission (as stated above):
 - For children with symptoms , at least 5 days have passed since symptom onset
 - Fever free for 24 hours without fever reducing medications
 - Improvement of symptoms
 - Children who test positive for COVID-19 but do not have any symptoms must stay home until at least 5 days after the day they were tested.
- The COVID-19 Campus Point of Contact (CPOC) will identify those exposed and provide same day notification.
- *All athletes that have been diagnosed with COVID-19 must be cleared by their physician prior to returning to play. For more information, please refer to the [UIL Physician Clearance for Athletics and Marching Band](#) website.*
- *All cases are reviewed and reported to Austin Public Health.* The Director of Health and Wellness will notify the Austin Public Health Department

COVID-19 Additional Guidance, Information and Resources

[COVID-19 Information from the CDC](#)

Mental Health & Wellness Support

All scholars may face additional stress and anxiety during this time period, and going back to school may raise some unexpected health issues. If you have a scholar that may be experiencing difficulty in school, please contact your campus guidance and counseling department. If you are unable to reach them please contact the Whole Child Department at 512-278-4095 for immediate assistance.

Maintenance of Safe and Healthy Facilities

Daily Cleaning

In order to maintain a clean, safe environment all bathrooms on all school campuses will be cleaned hourly. Door handles and stair rails will also be cleaned hourly. Each school campus will be deep cleaned after scholars leave each day as well as days scholars are not on campus during the week. Building fogging, additional sanitizing and cleaning will also take place on the weekends, as needed.

School campuses that have been exposed to a person with COVID-19 are subject to relocation on the school campus to fog, sanitize and disinfect thoroughly. Teachers will also be provided with sanitizing wipes or sanitizing spray to maintain clean classrooms throughout each day.

Deep Cleaning

Sanitizing and cleaning for all classrooms and common areas will occur daily. However, where individuals are confirmed with COVID-19, deep cleaning will resume that includes disinfecting with fogging machines and sanitizing each area where a positive, confirmed case was reported.

Manor ISD has partnered with GermBlast to provide additional sanitation mitigation measures to prevent viruses from living on surfaces on all our campuses and buildings.

Drinking Fountains - Water Bottle Hydration Stations

Drinking fountains will continue to remain off as water hydration stations have been installed so that scholars can fill their bottles throughout the day. Parents are asked to provide your scholar(s) with their own water bottles to bring to school. To avoid cross-contamination, elementary teachers will ensure to write the scholars' names on the bottles and secondary scholars write their names on their bottles.

Ventilation

Manor ISD will have preventative maintenance schedules in place to allow for replacing filters to improve air quality according to HVAC standards. High Efficiency Portable Air (HEPA) filters will be placed in designated areas to assist with removal of dust, pollen or other air particles. These filters assist in cleaning the air.

Food & Nutrition Services

All scholars in Manor ISD will receive **free** breakfast and lunch this school year. Scholars are entitled to one breakfast and one lunch each school day. For additional purchases in the cafeteria, parents will need to set up an account at <https://family.titank12.com/>. Cash is also accepted for purchases in the cafeteria.

Additionally, safety measures that will occur on each school campus include:

- Cafeterias will be practicing offer versus serve, giving scholars the choice of entree and additional components.

COVID-19 Waiver for Student Interns and Student Teachers

All student interns and student teachers must complete the *Manor ISD COVID-19 Assumption of the Risk and Waiver of Liability* document and return directly to the Manor ISD Human Capital Department. [MISD COVID-19 Waiver for Student Teachers/Interns/Schools of Nursing](#).

Staff Health and Wellness

Any MISD staff member that is diagnosed with COVID-19 **must** submit their medical documentation providing return to work criteria to the COVID19@manorisd.net email and await further instructions. Please notify your campus administrator so that COVID-19 reporting may be submitted to the Director of Health & Wellness and the Chief of Schools.

[Steps to Follow When a Positive COVID-19 Case is Reported](#)

There is no district directed quarantine/isolation related to COVID-19. Staff should consult directly with their healthcare provider for guidance. Please refer to the [MISD Employee Handbook](#) for information and guidance related to absences.

Staff Who Have COVID-19 or Who receive an Exposure Notification Letter

- Similar to scholars, school systems must exclude staff from attending school in person who are actively sick with COVID-19, who are suspected of being actively sick with COVID-19, or who have received a positive test result for COVID-19. Staff may return based on health care provider recommendations.
- Staff must contact campus administrators and must obtain approval for the use of COVID-19 leave days, if any remain. Otherwise staff will be required to use local or state days. Any absence greater than five days requires additional approval by the Human Capital Risk Management department.
- [Current CDC guidance](#) no longer recommends quarantining after COVID-19 exposure regardless of your vaccination status OR if you have tested positive for COVID-19 in the past 90 days. You should monitor yourself for symptoms, wear a well fitted mask for a full 10 days, avoid going to places where you're unable to mask, and immediately test if you develop symptoms.

[CDC COVID-19 Guidance for Employee Health and Wellness](#)

Mental Health & Wellness Support

At times staff may face additional stress and anxiety during this time period, and coming back to work may raise some unexpected health issues. If you are experiencing difficulty at work, please contact your campus administrator or reach out to the [Employee Assistance Program](#) for additional support.

If you have additional questions or need additional information, please contact the Human Capital Risk Management.