

# Jones County School District



## CHILD NUTRITION HANDBOOK

### 2020-2021

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## **Welcome**

**On behalf of Child Nutrition and Wellness, I would like to cordially welcome each of you to the Jones County Schools for the 2020-2021 school year.**

**Our goal is to ensure a smooth and efficient operation of each school cafeteria for ultimate health, comfort, and benefit for each student. All of us have the responsibility to be a team player by providing and maintaining high standards in all that we do each day.**

**This handbook is designed to help explain your responsibility, benefits, and other questions that may arise. We hope that this information will help all Child Nutrition Department Employees work closely and cooperatively with school administration, staff, and students to insure a quality program. However, it should be understood that this handbook is not intended to create a contract, expressed or implied, between the school district and its employees. I request that you study the materials in this handbook and utilize it to become a better informed employee of our school system. Practice good citizenship, be respectful of the rights of others, and be a positive force in helping to make the Jones County Child Nutrition 2020-2021 school year one of the best.**

**Respectfully,**

*Lisa Little*

**Lisa Little  
Director of Child Nutrition & Wellness**

# Jones County School District

## ADMINISTRATION

**Tommy Parker ----- Superintendent**

B.S., University of Southern Mississippi; M. Ed., University of Southern Mississippi

**Dr. B.R. Jones ----- Assistant Superintendent**

B.S., University of Mississippi; M.Ed.; PhD., University of Southern Mississippi

**Lisa Little ----- Director of Child Nutrition and Wellness**

B.S., University of Southern Mississippi; M. Ed., University of Southern Mississippi  
(Family and Consumer Sciences, Minor- Business Administration)

## BOARD OF EDUCATION

**Ronnie Herrington----- District I**

**Jerry O. Terry, Jr----- District II**

**Randy Norwood----- District III**

**Dan Ashley----- District IV**

**Lester Boyles----- District V**

**Risher Caves----- Attorney**

## **Child Nutrition Department**

Jones County School District

Telephone # 601-425-2588

Fax # 601-425-2589

**Lisa Little**-----**Director of Child Nutrition and Wellness**  
**Brandi Smith**-----**Executive Assistant**  
**Janel Polansky**-----**Executive Assistant & Field Manager**  
**Marcus Pruitt**-----**Cafeteria & Central Office Delivery Person**

### **Cafeteria Managers**

#### **East Jones Elementary**

**Tonya Campbell**

108 Northeast Drive

Laurel MS 39443

Telephone # 601 425-1331

#### **North Jones Elementary**

**Denise Rogers**

650 Trace Road

Laurel, MS 39443

Telephone #601-428-0846

#### **Glade Elementary**

**Linda Benoit**

990 Hwy 15 South

Laurel, MS 39443

Telephone #601-425-3759

#### **Moselle Elementary**

**Beth Yates**

168 Rayner Road

Moselle, MS 39459

Telephone #601-583-8186

#### **West Jones High School**

**Vanessa Hutchinson**

254 Springhill Road

Laurel, MS 39443

Telephone #601-729-2948

#### **Jones County Learning Center**

**Shirley Blakely**

26 Calhoun Cemetery Road

Laurel, MS 39443

Telephone #601-428-8800

#### **South Jones Elementary**

**Lauren Logan**

27 Warrior Road

Ellisville, MS 39437

Telephone #601-477-3543

#### **West Jones Elementary**

**Felecia Booth**

5652 Hwy 84 West

Laurel, MS 39443

Telephone #601-763-4857

#### **South Jones High School**

**Shelia Dobbins**

333 Anderson Street

Ellisville, MS 39437

Telephone #601-477-8640

#### **Northeast Jones High School**

**Jessica East**

68 Northeast Drive

Laurel, MS 39443

Telephone #601-649-0379

#### **South Jones Academy**

**Sheila Williams**

305 Deason Street

Ellisville, MS 39427

Telephone #601-477-2375

## **Jones County School District's Notice of Nondiscrimination**

The Jones County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Dr. B.R. Jones  
5204 Highway 11 North  
Ellisville, MS 39437**

If you have further questions or concerns, you may contact:

**United States Department of Education  
Office for Civil Rights  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810  
OCR 305  
Telephone #214-661-9600**

### **CHILD NUTRITION POSITIONS**

All employees in the Jones County School District have assigned positions with job descriptions. The Cafeteria Managers and workers are directly responsible to the Director of Child Nutrition and Wellness. Cafeteria staff members are also responsible to Principals who supervise the building and all activities.

### **QUALIFICATIONS FOR ALL CAFETERIA DEPARTMENT EMPLOYEES**

- 1. High School diploma or GED.**
- 2. Ability to read, follow and adjust recipes.**
- 3. Willingness to try new recipes.**
- 4. Ability to work with scales.**
- 5. Ability to understand units of measures.**
- 6. Ability to determine correct portions.**
- 7. Willingness to work well with others.**
- 8. Willingness to cooperate with manager and school staff.**
- 9. Ability to safely operate cafeteria equipment.**
- 10. Ability to take constructive criticism.**
- 11. Willingness to serve students and staff in a pleasant, kind manner.**

## ASSIGNED DUTIES

1. Duties will be rotated according to manager.
2. The manager will assign duties, including daily cooking and cleaning assignments.
3. (See responsibilities – Page 7).

## MANAGER'S RESPONSIBILITIES

1. Make available nourishing food, properly and attractively served, at the lowest possible price.
2. Assist in planning menus and check for nutritional adequacy.
3. Post menus at least one week in advance and provide recipes for all menu items.
4. Unless an emergency arises, serve lunch and breakfast according to planned menus (Any variations should be cleared with the Director of Child Nutrition and Wellness Office).
5. Instruct and supervise employees on the job.
6. Make the best use of the facilities provided.
7. Order carefully according to amounts specified in FOOD BUYING GUIDE and with current inventory taken into account.
8. Check leftovers and plan their use or proper disposal.
9. Observe good housekeeping practices among the staff and require high standards of grooming and sanitation on part of all SCHOOL CHILD NUTRITION personnel. Kitchen, dining halls, storage areas, offices and equipment must be thoroughly cleaned.
10. Instruct employees in the correct use and care of equipment.
11. Cooperate with other personnel and departments within the school.
12. Provide the Director of Child Nutrition and Wellness with accurate records and reports as required by the Central Office and State Department of Education.
13. Cafeteria Managers will personally inspect, count and sign for all groceries and supplies, and forward all approved and signed invoices to the Central Office on Friday of each week.
14. Attend training programs and meetings as directed.
15. Post work schedule (this is a State Department regulation). This includes cooking, cleaning, etc. on a daily and weekly basis.
16. If you have a child on a special diet, (allergic to milk, etc.), you MUST have a letter from the doctor. This is a State Department regulation. A note from the parent will not be sufficient. Also, if the child discontinues the special diet, you MUST have a note from the doctor stating this change.
17. Keep a temperature chart on the following:
  - A. Milk box
  - B. Coolers
  - C. Freezers
  - D. Dry storage area
  - E. Cooked food
18. MENU BOOKS – All posting is to be done DAILY. When posting meat items, post the pounds used; not the number of cases. ALL COLUMNS MUST BE FILLED OUT CORRECTLY. Do not take Redbooks home.
19. Adhere to ALL USDA, Office of Child Nutrition, State Health Dept., JCSD policies, and HACCP procedures.
20. Post your manager's certificate, Health Department sanitation certificate, and all ServSafe certificates.
21. Gum under tables and chairs should be removed at least once a semester.
22. Monthly inventory should be accurate and is the responsibility of the manager.
23. HACCP Books are to be filled out weekly. Keep these on file for five years.
24. Wear correct uniform daily and monitor staff to do the same.
25. Enforce personal hygiene, no artificial nails, nail polish, earrings, or jewelry.
26. Enforce NO smoking on school property. Managers, you must be a good example!!

## **CHILD NUTRITION PERSONNEL TERMINATION**

**An employee may be terminated for the following reason:**

- 1. Performing job assignments unsatisfactorily.**
- 2. Taking packages (food, supplies, etc.) from the School Food Service facility.**
- 3. Failing to dress properly.**
- 4. Accepting or soliciting gifts or tips while on the job.**
- 5. Being discourteous to others (students, school staff, and fellow workers).**
- 6. Being absent or tardy excessively (beyond allocated sick leave).**
- 7. Failure to properly account for school funds.**
- 8. Leaving premises without permission.**
- 9. Presenting false information for financial gain.**
- 10. SMOKING on school campus.**
- 11. Possessing unauthorized drugs or under the influence of drugs (alcohol is considered to be a drug).**
- 12. Using foul, threatening, or abusive language on premises.**
- 13. Violating safety and health rules (especially use of lift belts, cutting gloves, hair nets, and safe shoes).**
- 14. Failing to follow other USDA/STATE/SCHOOL DISTRICT policies and procedures or failing to follow "ServSafe" or HACCP procedures.**
- 15. And for other good causes as determined by the Jones County School Board to be in the best interest of the Jones County Schools.**

**EMPLOYEES WILL BE NOTIFIED PRIOR TO TERMINATION, IF POSSIBLE. IN MOST INSTANCES, AN EMPLOYEE WILL RECEIVE NOTIFICATION OF PERFORMANCE, INFRACTION OF RULES, ETC. AND COUNSELING PRIOR TO TERMINATION.**

**IF AN EMPLOYEE MUST RESIGN, A TWO-WEEK NOTIFICATION IS DESIRED. IT IS THE INTENT OF THE JONES COUNTY SCHOOL BOARD TO ESTABLISH GUIDELINES FOR CHILD NUTRITION EMPLOYEES AND NOT TO REQUIRE DECISIONS OF NON-REEMPLOYMENT BE BASED UPON CAUSE WITH RESPECT TO EMPLOYMENT IN THE SCHOOL DISTRICT.**

## **CHILD NUTRITION POLICIES AND PROCEDURES**

- 1. All employees shall observe the following rules of personal cleanliness.**
  - A. Daily bath**
  - B. Use of deodorant daily**
  - C. Clean, moderately-short fingernails with no fingernail polish**
  - D. Clean hair**
  - E. Hair nets are to cover all hair**
  - F. Clean, prescribed uniforms shall be worn daily**
  - G. No logos allowed on clothing**
  - H. Only clean aprons will be worn**
  - I. Hand washing procedures followed**
- 2. No use of chewing gum while on duty.**
- 3. Daily work schedules should be followed. Any variations should be documented. Habitual tardiness or leaving early will not be tolerated.**



## **CHILD NUTRITION Policies and Procedures (Cont.)**

4. Work related or personal problems should be reported to the manager first. The Chain of Command should be followed to solve problems.
  - a. Manager
  - b. On Campus Principal
  - c. Director of Child Nutrition
  - d. Superintendent
  - e. Board of Education
5. Employees shall not bring any personal belongings into the cafeterias that are not essential. Managers and principal have the right to inspect any bundle that is being taken from the cafeteria.
6. Employee absences to attend school trips must be approved by the Director of Child Nutrition and Wellness.
7. No earrings or beads while in inform. Do not wear rings or jewelry while preparing and serving food.

### **EMPLOYEES'S RESPONSIBILITIES**

1. Follow, at all times, instructions given by the manager and give all possible cooperation to others in the department.
2. Serve in any capacity, which may be necessary in an emergency.
3. Guard against waste.
4. Take good care of the equipment.
5. Observe all Hazard Analysis and Critical Control Point Procedures (HACCP).
6. Develop and maintain an attitude of helpfulness toward children and staff.
7. Serve your guests (CHILDREN and FACULTY) with a SMILE.
8. Participate in school activities related to the Food Service Program.
9. Maintain high standards in relation to personal hygiene and sanitation.
10. Attend training courses as scheduled.
11. Cooperate with faculty, students, managers, and workers.
12. Keep work area clean.
13. Cooperate fully with suggestions and directives of School Food Service Manager.
14. Serve students as quickly as possible. Be ready when a line is entering the cafeteria. DO NOT HAVE TO GET IT READY.
15. Encourage children to eat by telling them about the food being served.

### **TIME SCHEDULE VERIFICATION**

All employees are required to complete daily time sheets. All employees are required to clock in and out daily. These sheets are verified by the School Food Service Manager and sent to the Central Office.

If you do not use your personal day it may be carried forward. No sick days will be used to work the polls or for jury duty. A day's pay or \$75.00 (whichever is less) will be deducted from your check when working the polls.

Work schedules are to be strictly followed. Variations from your schedule should be reflected by use of the time clocks. Advance approval should be obtained from the Director of Child Nutrition and Wellness Office when possible.

## **GENERAL MANAGEMENT POLICIES**

1. Managers are to be the first person in the cafeteria in the morning and the last to leave in the afternoon unless authorized by the Director. It shall be the duty of the Food Service Manager to open and close the cafeteria.
2. Hours of Work: All workers/managers should adhere to their approved work schedules.
3. Payment of Salaries: All employees will be paid an hourly salary based on the number of hours worked in accordance with the District's pay scale.
4. No one except Food Service employees shall be admitted to the kitchen during the preparations and serving hours except for repairmen, delivery men, or other persons essential to the operation of the cafeteria.
5. Employees shall not bring any personal belongings into the cafeterias that are not essential. Managers, Principal, and Food Service Staff have the right to inspect any bundle that is being taken from the cafeteria.
6. Visits from relatives or friends while on duty are not allowed except for emergencies.
7. The telephone is to be used for BUSINESS CALLS ONLY unless an emergency arises. No long distance calls are to be made on the cafeteria telephone. Cell phone use must be approved by the Director of Child Nutrition and Wellness. Cell phones are to be kept in locker during work hours.
8. Children are not allowed in the kitchen.
9. Teachers are to be SERVED through the serving line ONLY!
10. Only members of the School Food Service Staff and adults on official business are allowed in the kitchen.
11. Payments for Special Services (FHA, FFA, FOOTBALL BANQUETS. etc.) should be made by the organizations to the Jones County Schools Cafeteria Department after a statement for food and services has been rendered to the organization. Checks should be made payable to Jones County School District. At no time should payment for services be made directly to an employee of the Food Service Department.
12. All orders should be submitted on schedule and faxes will be accepted only with the approval of the Director of Child Nutrition and Wellness.
13. If a Food Service employee is hurt, administer first aid. If necessary, call the doctor or hospital of employee's choice. The cafeteria manager should assume no financial responsibility for the school. Report all accidents to the principal and the Director of Child Nutrition and Wellness immediately. ALWAYS DOCUMENT THE INCIDENT.
14. All managers shall have an emergency number to call in case of an emergency for all employees.
15. PROCEDURE IF FOOD POISONING IS SUSPECTED:
  - A. Notify the Director of Child Nutrition and Wellness and principal immediately.
  - B. If the Director of Child Nutrition and Wellness is not available immediately, call for the Inspector from the Health Department.
  - C. Do not give any medicines.
  - D. Keep a sample of all foods served that day.
16. The discipline of the Jones County Children is the responsibility of the onsite principal and staff and NOT FOOD SERVICE EMPLOYEES.
17. There will be NO breakfast/lunches charged to students and teachers.
18. A thorough mopping of the cafeteria must be done daily.
19. Prices and portions in the schools are to be uniform. Managers are to follow menus, unless permission to change is specifically given by the Director of Child Nutrition and Wellness. The date and reason for any changes must be documented in Red Book.
20. Problems with collections of payment from school personnel or students should be reported to the Director of Child Nutrition and Wellness and the Principal in writing. Review collection problems once a week with school principal.

## **FOOD PREPARATION GUIDELINES**

1. Follow standardized recipes accurately and make proper substitutions when necessary.
2. Use available equipment to the best advantage to decrease the time and labor involved in quantity food preparations.
3. If available, use steam equipment. It reduces cooking time, preserves quality and nutritional value, and makes staggered cooking possible.
4. Food cooked in too large amounts or cooked too long will lose much of its quality and nutritional value. This can be prevented by cooking food in relays at well-timed intervals during the serving period.
5. Cook meat at a low, but safe, temperature to cut down on shrinkage.
6. Cook vegetables in as little water as possible to avoid nutritional loss.
7. Cook eggs and cheese slowly.
8. Do not over-cook foods. Over-cooking causes nutrient loss and decreases the attractiveness of the food.
9. Use appropriate seasonings and flavoring.
10. Garnish and present foods attractively.
11. Observe proper sanitation and safety procedures.
12. Never use any food when there is a doubt about its safety or quality.
13. Taste foods before serving. Use a clean spoon and bowl to taste. Do not taste over pot to avoid cross contamination.
14. Always wipe cans off before opening.
15. Always wash all fresh fruit before cutting up. Even cantaloupes & honey dew.

## **POSITIVE FOOD SERVICE**

The Food Service Staff has a unique opportunity to sell the quality of the food service. The attitude and personality of the server must be pleasing and positive. A SMILE GOES A LONG WAY!! Understanding student needs and desires is helpful in developing the correct attitude.

### **REMEMBER**

- \*\*\*To be ignored is a great insult.
- \*\*\*Students want to treat you and be treated as fellow human beings.
- \*\*\*Students may need information about certain food items.
- \*\*\*Complaints are a part of the food business.
- \*\*\*Tell the manager about all complaints.
- \*\*\*Complaints, properly handled, can turn dissatisfied students/teacher into regular meal customers.
- \*\*\*Communicate menu changes to students and staff when necessary.

## **SAFETY ON THE JOB**

The kitchen abounds in potential safety hazards. To recognize every worker's safety, hazards must be recognized and appropriate precautions taken.

The following guidelines should be followed:

1. Handle hot pans with oven mitts (wet towels cause steam burns).
2. Keep panhandles out of aisles so they will not be knocked over when passing.
3. Know the equipment being used and use it with respect.
4. Never touch food even with a utensil when power-driven mixing and cutting machine are in motion.
5. Before cleaning a machine, changing an attachment or handling a cutting part, set safety switch or pull the plug.
6. Quantity food preparation can require a lot of lifting and carrying of heavy things. Lifting incorrectly will strain muscles. To lift a load from the floor, squat with one foot flat on the floor and lift with your leg muscles. Keep your knees bent and your back rounded. To avoid carrying heavy things long distances, use a dolly or a cart or get assistance from a co-worker. Use lift belts.
7. Wipe up spills as soon as they happen to prevent falls.
8. Report all accidents, no matter how slight, to your manager immediately.
9. Store small utensils so that knife blades and other sharp edges will not cause injury.
10. Never cough or sneeze on foods.
11. When trying to reach something on a high shelf, stand only on a stable support, such as a sturdy stepladder. NEVER stand on the edge of a chair or stacked boxes.
12. NEVER THROW WATER ON A GREASE OR OIL FIRE! Water will cause the grease to splatter and gush up in a sudden spurt of steam. Quickly cover up a grease fire with a lid to smother the flames (a lid should always be close at hand when cooking with grease). Do not leave food unattended.
13. Do not handle food if hands are cut or infected. Hands should be washed after handling money, scratching the face, combing hair, etc. and between each food preparation.
14. Only store lightweight containers on the highest shelves.

## **ELECTRICAL SAFETY TIPS**

Always disconnect appliances before adjusting or cleaning and after using them. Switches simply turn appliances off. **THEY DO NOT PROTECT YOU FROM SHOCK!!** Before adjusting or cleaning any appliances, disconnect it—pull the plug out of the socket. If using a damp cloth to clean the appliances, let the appliance thoroughly dry before plugging it in again. Be sure your hands are very dry to unplug all small appliances whenever finished with them.

All electrical appliances should be checked periodically to be sure there is no trouble brewing. Some of the most common shock hazards on appliances are worn cords, broken connections, exposed wires, and loose parts. When trouble is spotted, disconnect the appliance and tell the manager about the hazard so she/he can have it repaired. Do not try to fix things yourself, leave it to the experts.

### **BASIC SAFETY RULES FOR USING ELECTRICITY AND ELECTRICAL APPLIANCES**

1. Never drape electrical cords across sinks.
2. Never stretch electrical cords across walkways.
3. Never turn an electrical switch ON or OFF or plug a cord in the socket with hand or while standing on a wet floor.
4. Never use more than TWO (2) appliances on a double wall socket. Overloaded circuits are shock and fire hazards.
5. Pull plugs from the sockets by the PLUG, not by the cord.
6. Never leave appliances unattended for a long period of time while in use.
7. Never probe appliances with metal forks or other metal instruments.
8. Keep all liquids and metal away from the outside of appliances.

### **INSURANCE AND WORKERS COMPENSATION**

The Jones County School District provides insurance for all full time employees who work 20 hours weekly. Insurance for family members (spouse, children) is available for a monthly cost. For more information, contact the Payroll Assistant at the Central Office at 601-649-5201.

The Jones County School District also provides workers compensation for all full time employees. If an employee is injured while on the job they need to notify the manager, who will notify the principal and the Director of Child Nutrition and Wellness. For any injury or accident, you only have 24 hours to notify the Manager, Principal and Director of Child Nutrition and Wellness for a claim to be paid.

### **PAYROLL QUESTIONS** Christy Sumrall 601-649-5201

### **NEW WORKERS COMPENSATION INJURY REPORT FORMS**

Four Easy Steps:

1. Nurse or Principal need to evaluate injury.
2. Call Micah Lindsey (601-649-5201). Give them the name of employee.
3. Call Wellness Works (1-888-977-3319).
4. Fill out the new injury form and fax it to Micah (601-649-1613).

### **\*\*\*NOTES\*\*\***

- Invoices, computer sheets, etc. are due each Friday.
- Check your supplies when ordering, do not over order. If cancellations or additions are needed, you must call the office no later than Monday of each week.
- *If there are problems, these are the steps to take: (chain of command)*
  1. *Manager*
  2. *Principal*
  3. *Director of Child Nutrition and Wellness*
  4. *Superintendent of Education*
  5. *Board of Education*
- The only “in-kind” breakfast/lunches are for Cafeteria Personnel paid from School Food Services funds. All other district employees must pay for meals.
- Foster Grandparents can eat lunch for free, but must pay for breakfast.
- Salesmen are not to interrupt your busy day at school. You are not to make personal purchases from the salesman. Please ask them not to call on you at school.

# **COVID-19**

## **Health and Hygiene Practices**

1. Teachers and staff should self-screen for COVID-19 symptoms before coming onto campus. Any concerns should be reported to the school level COVID-19 contact person. Before coming onto campus and at the start of every week of instruction, all students and staff will be prompted to pre-screen for COVID-19 symptoms (using Alert Now message) that they or others living in their house could experience. The symptoms to screen for are listed at the bottom of this document.
2. The temperature of each cafeteria worker will be taken when they arrive on campus each day.
3. Signs should be posted in all washrooms and near all sinks regarding hygiene practices.
4. Sanitation supplies (ex. Hand sanitizer, soap, paper towels, etc.) should be kept on hand at schools and easily accessible to all that work and enter the school.
5. Cafeterias should have hand sanitizer at each entrance and require students, teachers, and staff to use it whenever they enter the building. Students and staff should also wash hands or use hand sanitizer after they have touched something another person recently touched.
6. Cafeteria employees should be instructed in good hand washing techniques and given frequent opportunities to wash their hands.
7. Consistent with the actions taken by many organizations across the state, the Jones County School District will require all employees to wear cloth face coverings or shields (over the nose and mouth) unless there is a verified medical reason as to why they cannot or if they work in an isolated area alone. All employees who prefer not to use their own face mask will be provided a non-medical grade washable/reusable face masks/shields.

## **Screening Procedures and Mitigation Considerations for Schools (CDC)**

- **Schools will identify a COVID-19 Contact** who will be responsible for COVID-19 issues and their impact at the workplace.
- **Prepare continuity plans** for significant absenteeism. Cross train employees you need to conduct the business of the school.
- **Establish an emergency communications plan.** Identify key contacts (with back-ups), chain of communications (including faculty and staff), and processes for tracking and communication about status of school and operations.

## **Preparing for When Someone Gets Sick**

- District employees should provide a copy of the diagnosis certificate to their supervisor when work is missed due to COVID related quarantine and etc.
- Sick staff members or students should not return until they have met CDC's Criteria to discontinue home isolation.

## **Isolate and Transport Those Who are Sick**

- Make sure that staff know that they should not come to school, and that they should notify school officials (the designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

- Immediately separate staff with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- Staff with symptoms will be isolated in the school nurses office, or other designated location, until they can be picked up or leave campus.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Utilize the School Resource Officer or office staff in contacting the ambulance and ask that they notify for COVID-19 concerns.

## **Clean and Disinfect**

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Head of JCSD custodial services and the custodial site supervisor should be notified of possible infection. Room will be quarantined per guidelines.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

## **Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, school administrators should notify local health officials/health department staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- District staff will follow all guidelines and expectations for human resource management per state and federal law.

## **Positive Cases and Teachers, Staff, or Students Showing COVID-19 Symptoms**

1. If a positive case is identified for a school participant, whether teacher, staff, or student, the school must identify any individuals who had regular or close contact (defined by the CDC/MSDH as an individual who has had close contact (< 6 feet for ≥15 minutes without a cloth face mask) with the affected participant. This will include the entire class (students, teachers and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff should be considered potentially exposed as well. Anyone who is considered to have regular or close contact (defined by the CDC/MSDH as an individual who has had close contact (< 6 feet for ≥15 minutes without a cloth face mask) with someone who may have been exposed to COVID-19 must stay at home for two (2) weeks. In some cases, this may necessitate closing only a single classroom. In other cases, it may require closing multiple classes, or even the entire school, for two (2) weeks.
2. Any teacher, staff member, or student who experiences any of the symptoms of COVID-19 (listed below) should self-isolate until the below conditions have been met.



- In the case of an individual who was diagnosed with COVID-19, the individual may come back to school after 14-day isolation or can return if no fever for at least three days (72 hours) without the use of fever-reducing medications; or
  - In the case of an individual 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 work or school until after 14-day isolation or can return if no fever for at least three days (72 hours) without the use of fever-reducing medications; or
  - If the individual has symptoms that could be COVID-19 and wants to return to work 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.
3. Any student, teacher, or staff member living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, should self-isolate for 14 days. If they do not experience any COVID-19 symptoms during that period, they can return to school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

## ***Mississippi State Department of Health (MSDH) Guidance as of June 16, 2020***

### **Steps to Take After Being Tested**

Isolate yourself

#### **If you have symptoms of COVID-19:**

- While waiting for the results of your test, your household contacts should stay at home. (If household contacts are healthcare workers, they are encouraged to contact their employer. They may still be allowed to work while wearing a mask).
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available. Household members can consider staying in a separate location, if available, to decrease their risk of exposure.
- For more information, see the [CDC's guidance on preventing the spread of COVID-19 at home.](#)
- If you must leave home, such as to seek medical care, wear a surgical mask if available.
- If your results are positive, you will need to isolate for 14 days from the time your symptoms started.

#### **If you are awaiting results of a routine screening test:**

- If you are awaiting results from routine screening, but have no symptoms, you may return to work under the guidance of your employer (unless otherwise directed by the Mississippi State Department of Health).

### **Monitor your health**

- Get plenty of rest, stay hydrated and if needed, take medication to reduce your fever.
- If your symptoms get worse and you need to seek healthcare, call ahead and tell the provider that you have been tested for COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## **Practice healthy habits**

- Cover your cough, or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for at least 20 seconds, or use alcohol-based hand rub if soap and water are not available.
- Clean and disinfect objects and surfaces regularly, including your phone.

## **Guidance for your household contacts**

- While waiting for the results of your test, your household contacts should stay at home if you have symptoms of COVID-19.
- They should not go to work or school and should avoid all public places.
- If your results are positive, your household contacts should immediately quarantine themselves for 14 days.
- Household contacts should monitor for fever, cough and shortness of breath and contact their healthcare provider with symptoms. If they need medical assessment, they should call the health clinic or hospital before they visit.

## **If your results are negative (or not detected)**

Continue to reduce your risk of illness:

- Isolate yourself until fever-free for at least 48 hours (if fever was present)
- Practicing social distancing
- Wash your hands
- Avoid non-essential outings

## **Returning to work after isolation or quarantine**

If you received a State Health Officer's Order to isolate or quarantine yourself, this Order should suffice as the appropriate documentation to return to work (if needed or requested). The Mississippi State Department of Health does not provide any other form of return-to-work documentation for any individual.

If you are issued isolation/quarantine orders, be sure to keep a copy of the orders in case documentation is needed to return to work.

## **COVID-19 Symptoms for Screening**

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fever or Chills*
- *Fatigue*
- *Repeated shaking with chills*
- *Muscle pain or body aches*
- *Headache*
- *Sore throat*
- *New loss of taste or smell*
- *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 (defined by the CDC/MSDH as an individual who has had close contact (< 6 feet for ≥15 minutes without the use a cloth face mask by the affected person) *with a person who is lab confirmed to have COVID-19*

\*This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### **Possible Screening Questions from the CDC:**

1. "Have you felt like you had a fever in the past day?"
2. "Do you have a new or worsening cough today?"
3. "Do you have any of these other symptoms?"
  - 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

### **References:**

Retrieved from: [https://msdh.ms.gov/msdhsite/\\_static/14,22051,420,874.html](https://msdh.ms.gov/msdhsite/_static/14,22051,420,874.html) on June 16, 2020.

Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html> on June 19, 2020.

Retrieved from: <https://www.mdek12.org/COVID19> on June 26, 2020.

MASS Webinar (June 17, 2020)

MDE Webinar (June 16, 2020; June 23, 2020; June 25, 2020)

**This handbook has been adopted by:**

**Jones County School Board  
5204 Hwy 11 North  
Ellisville, MS 39437  
601-649-5201**

# Jones County School District

## 2020 - 2021 Calendar

Revised: 7/14/20

July 3, 2020  
July 22, 2020  
July 24, 2020  
July 31, 2020

Independence Day Holiday - Central Office Closed  
200 Day Personnel Return  
Principals' Meeting  
New Teacher Orientation

August 3, 2020  
**August 3, 4, 5, 6, 2020**  
August 7, 2020  
August 24, 2020

*185 & 187 Day Personnel Return*  
**Professional Development**  
First Full Day 1 - 12  
First Full Day Pre-K - Kindergarten

September 7, 2020  
September 10, 2020  
September 30, 2020

Labor Day Holiday  
Issue Progress Reports  
End of 1st Month - 38 Days

October 9, 2020  
October 12, 2020  
**October 13, 2020**  
October 15, 2020  
October 31, 2020

End of 1st Nine Weeks - 45 Days  
Fall Break (Bad Weather Day)  
**Professional Development - Student Holiday (185 Day Personnel *DO NOT* work)**  
Issue Report Cards  
End of 2nd Month - 20 Days

November 12, 2020  
November 23 - 27, 2020  
November 30, 2020

Issue Progress Reports  
Thanksgiving Holidays  
End of 3rd Month - 16 Days

December 18, 2020  
December 18, 2020  
December 21, 2020 -  
January 1, 2021

60% Student Day  
End of 4th Month - 14 Days; End of 2nd Nine Weeks - 43 days; End of 1st Semester - 88 days  
Christmas Holidays

**January 4, 2021**  
January 5, 2021  
January 7, 2021  
January 18, 2021  
January 31, 2021

**Professional Development - Student Holiday (185 Day Personnel *DO NOT* work)**  
Students' Return  
Issue Report Cards  
Dr. Martin Luther King Holiday  
End of 5th Month - 18 Days

February 4, 2021  
February 15, 2021  
February 26, 2021

Issue Progress Reports  
Bad Weather Day  
End of 6th Month - 19 days

March 12, 2021  
March 15 - 19, 2021  
March 25, 2021  
March 31, 2021

End of 3rd Nine Weeks - 47 days  
Spring Break  
Issue Report Cards  
End of 7th Month - 18 Days

April 2, 2021  
April 5, 2021  
April 9, 2021  
April 22, 2021  
April 30, 2021

Good Friday  
Bad Weather Day  
Kindergarten Pre-registration  
Issue Progress Reports  
End of 8th Month - 20 Days

May 13 - 17, 2021  
May 21, 2021  
May 21 - 25, 2021  
May 25, 2021

Senior Exams  
Graduation: WJH - 11 a.m.; NEJH - 3 p.m.; SJH - 7 p.m.  
Semester Exams (Middle/High Schools Only)  
Student's Last Day & 60% Student Day  
End of 9th Month - 17 Days; End of 4th Nine Weeks  
45 days; End of 2nd Semester - 92 days

May 26, 2021  
May 26, 2021  
May 31, 2021

**Professional Development**  
*Last Day for 185 & 187 Day Personnel*  
Memorial Day

June 3, 2021

Last Day for 200 Day Personnel

### Nine Week Periods

August 7 - October 9 (45 days)  
October 14 - December 18 (43 days - End of 1st Semester, 88 days)  
January 5 - March 12 (47 days)  
March 22 - May 25 (45 days; End of 2nd Semester - 92 days)

### Professional Development Days

August 3 - 6, 2020      January 4, 2021  
October 13, 2020      May 26, 2021

### Bad Weather Days

October 12, 2020  
February 15, 2021  
April 5, 2021