

TCIS Safely Back to School Guide 2020

On behalf of the Texas Council for International Studies (TCIS) network of schools serving Longview ISD students, I would like to welcome students and families for the school year. We are honored you have chosen a TCIS school to provide an International Baccalaureate[®] (IB) education for your students. Your campus principals, teachers and staff have worked diligently through the summer, planning rigorous and engaging instruction for all students. The staff is ready to begin an exciting school year focused on student success.

Linda Buie TCIS Longview Executive Director

I am so excited to return to school, and this is going to be another amazing year to teach and learn. We have been working all summer to ensure our programs are rigorous and our buildings and classrooms are clean, sanitized, and safe.

Sue Wilson Principal, Hudson Pep Elementary School

We are excite for the 2020-2021 school year. Our faculty and staff are excited to receive our Mustangs back. We welcome the new faces that are joining our campus this year. All of us here at Ned have been diligently preparing for the return of our students, and we are looking forward to another year of excellence.

Melanie Hamilton Principal, Ned E. Williams Elementary

We at South Ward are looking forward to providing bold, innovative learning experiences in a safe, supportive environment. We are Eagles. We rise and soaras one.

Joaquin Guerrero Principal, South Ward Elementary School

Foster Middle School is excited about its new journey into becoming an International Baccalaureate World School. We are motivated by a mission to create a better world through education and dedicated to the responsibility of serving our learning community.

Ryan Carroll Principal, Foster Middle School

At Judson STEAM Academy pursuing EXCELLENCE is a DAILY habit! JSA is committed to ensuring a safe and secure teaching and learning environment for staff and students. We look forward to an amazing year as we help our students thrive emotionally, socially, and academically.

Melanie Pondant Principal, Judson Steam Academy

The faculty and staff at Longview High School have worked hard to provide a safe environment for our students. We are also excited to offer the best possible education for all students, and our school has an avenue for whatever pathway a student chooses to pursue. Longview High School has rich history and a proud tradition. We are pleased that your student will be part of the LOBO family this year. Go LOBOS!!

James Brewer Principal, Longview High School

To provide a safe and healthy environment for students and employees at the Texas Council for International Studies (TCIS) Longview ISD schools have developed guidelines to implement the Longview ISD **Return to Learn Plan** and the Longview ISD Personal Protection Plan. Information on Longview ISD COVID-19 preparations may be found at http://w3.lisd.org/COVID/

This document was developed based on District guidelines and will be updated as new District information is released.

Preparing for the School Day

Daily steps **prior** to arrival on campus

- Employees
 - Before coming to campus or upon arrival at campus, complete and submit Daily Self-Screen Form
- Students should remain at home if any of the following symptoms are present
 - o Close contact with individual who has lab-confirmed COVID-19
 - Directly exposed to infectious secretions, such as being coughed on
 - Directly within 6 feet for a duration of 15 minutes
 - o **Temperature** over 100° Fahrenheit when taken by mouth
 - o Sore throat for unknown reason
 - o Body aches, chills, and coughs for unknown reason
 - o **Difficulty in breathing** for unknown reason
 - o Changes in cough or breathing baseline for students with chronic allergic/asthmatic cough
 - o Diarrhea, vomiting or abdominal pain
 - o New onset of severe headache, especially with fever
 - o Loss of taste or smell for unknown reason
- Mask guidelines
 - o Acceptable
 - Solid color
 - Plaid, camouflage patterns
 - Disney, Nickelodeon, or appropriate cartoon characters
 - Nike, Adidas, Under Armour, Polo or other appropriate clothing brand
 - Longview Lobos or other sports teams
 - o Unacceptable
 - Political statements
 - Controversial/polarizing slogans
 - Bandanas except for the white bandanas provided for South Ward Elementary School students by the school
 - Profanity or vulgar pictures
 - Family Guy, The Simpsons, American Dad or other adult cartoons

Bus Transportation

- Masks/coverings for bus drivers
- Masks recommended for elementary students
- Masks required for middle school and high school students
- Use of hand sanitizer when entering the bus by drivers and riders
- Transportation staff trained in cleaning/disinfecting bus
- Buses cleaned and sanitized after each run

Campus Drop-Off

Daily steps **prior** to entering the building

- Temperature checked
 - o Car rider with temperature of 100° Fahrenheit or higher
 - Return home
 - Return to school when temperature less than 100° for 72 hours
 - o **Bus rider** with temperature of 100° Fahrenheit or higher
 - Wait in designated area
 - Parents or guardians contacted
 - Parents or guardians will make every effort to receive children within thirty (30) minutes of being contacted by the school.
 - Return home
 - Return to school when temperature less than 100° for 72 hours
 - o Walker with temperature of 100° Fahrenheit or higher
 - Wait in designated area
 - Parents or guardians contacted
 - Parents or guardians will make every effort to receive children within thirty (30) minutes of being contacted by the school.
 - Return home
 - Return to school when temperature less than 100° for 72 hours

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- **Hands** washed for 20 seconds at washing stations provided at all TCIS elementary schools and middle schools outside the building
- Hand sanitizer applied at washing stations provided outside the building
- Masks worn by students in 3rd grade or above
- Masks and handwashing required for parents to enter the vestibule at all elementary schools and middle schools
- Masks required for parents to enter Longview High School

During the School Day

- Masks worn by students and employees.
- No outside food delivers allowed including for birthday or holiday celebrations.
- No outside deliveries including flowers and other gifts will be allowed.
- Adults not allowed to eat lunch with student.
- Adults not allowed to walk students to class.
- COVID-19 signage will be followed.

Breakfast and Lunch

- Masks/covering and gloves will be worn by all LISD child nutrition staff.
- Masks will be worn while entering, moving through the serving line, and exiting the cafeteria.
- Masks are not required when eating.
- Campuses will have individual plans for a safe environment during eating when masks are not worn.
- Cafeteria, serving area, and eating area will be cleaned between uses.

Classroom Safety Protocols

- Hand sanitizer provided and use encouraged
- Disinfectant for work surfaces provided
- Work surfaces cleaned between uses
- Shared supplies cleaned between uses
- Limited student movement
- Inside doors open for circulation
- Use of large table seating reduced
- Limited number of students at tables
- Students provide their own water bottles
- Limited number of students in restrooms or locker rooms
- Access to hand washing stations available

ON-SITE PERSONAL PROTECTION PLAN



It is the District's plan to reopen school buildings on August 17, 2020 for students unless otherwise determined by State authorities. To address the current COVID-19 environment, Longview ISD has developed a set of health and prevention measures for all staff, students and visitors and such measures tighten or loosen dependent on COVID-19 Stage Protocols. The Superintendent of Schools, along with the Central Office Leadership Team will monitor internal data information from the Gregg County Health Department to determine whether a school or facility shall move from one stage to another. The factors for such decisions may be subject to change based upon recommendations from the Governor of Texas, Commissioner of Education and local officials.

Parents and staff will receive communication to inform them of the current stage, number of confirmed COVID-19 cases within the school building, if any. Parent may also visit www.lisd.org for additional information.

Longview ISD will follow all state and federal requirements, rely on local health experts for guidance in decision-making, and adopt reasonable practices while maintaining an effective learning environment.

Everything is subject to change based on daily review of guidance from Governor Abbott, Texas Education Agency, Mayor Mack or the Gregg County Health Department.

NOTIFICATION OF LAB-CONFIRMED PERSON ON CAMPUS

- Any person who is lab-confirmed positive for COVID-19 must notify the school as soon as possible.
- Parents must notify the school if their child has tested positive.
- Parents will be notified by the campus principal if a teacher or another student in their class or has been around someone who has been confirmed positive.
- The schools must report information to Department of Health Services in order to perform Contact Tracing. Therefore, you may be informed additionally by DHS.
- Lab-confirmed positive individuals **must** follow the doctor's direction and quarantine for the appropriate number of days. The students may attend remote instruction online during this time if they are able to do so. The infected person may not attend school or be on any campus until cleared by a doctor.
- Any individuals who **themselves** either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- o at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
- o the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- o at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (https://tdem.texas.gov/covid-19/) that comes back negative for COVID-19.

COVID-19 SYMPTOMS

- Any of the following symptoms indicate a possible COVID-19 infection:
- Temperature of 100.4 degree Fahrenheit or higher when taken by mouth;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

CLOSE CONTACT

Close contact with an individual who is lab-confirmed to have COVID-19 is determined by an appropriate public health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on) or
- Being within 6 feet for a cumulative duration of 15 minutes.

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

PERSONAL PROTECTION

- Students (as developmentally-appropriate and per CDC guidelines), staff and visitors are recommended to wear face mask/covering when entering a LISD facility, in common areas such as hallways and cafeteria, when not eating, and whenever a physical distance of 6 feet from another person is not possible.
- All staff will be required to take a COVID-19 Health Assessment prior to coming to work daily.
- Parents will be asked to administer the COVID-19 Health Assessment daily prior to sending their children to school, take their temperature, and keep them home if ill.
- Students and staff will follow current COVID-19 Return to School/Work Guidelines.

- Individuals who develop symptoms of the COVID-19 illness will be sent to school health clinic, placed in isolation and sent home immediately. Parents/Guardians will need to make every effort to receive children within 30 minutes.
- Students will be instructed on methods to protect themselves and others from COVID-19 at school.
- Students will be trained on proper hand washing techniques and participate in scheduled hand-washing times throughout the day.

PROTOCOLS FOR CAMPUS VISITORS

Campuses will utilize online meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a face covering at the start of the school year. As the year progresses, this requirement may be removed based on recommendations from the Governor, Texas Education Agency, Mayor of Longview or the local health department.

- Individuals who proceed beyond the reception area will follow specific guidelines for visitors.
- All visitors entering the building must sanitize or wash their hands upon entry.
- Visitors and staff will adhere to safety protocols including physical distancing for meetings when possible.
- Cleaning/disinfecting will occur after each meeting.
- Please do not enter if you have any of these symptoms: cough, fever, shortness of breath, sore throat or headache.

CLEANING AND DISINFECTING PROTOCOLS

- Frequent cleaning and disinfecting will occur throughout the school day.
- Nightly deep cleaning.
- Each classroom and restroom will be cleaned/disinfected throughout the day.
- Cleaning supplies will be provided for the classrooms and common area to maximize room-to-room cleanliness.
- Custodians are recommended to wear masks and gloves during work hours.
- The cafeteria will be disinfected regularly.
- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction.
- Alcohol-based sanitizing stations will be located throughout the building in common areas.

TRANSPORTATION

In response to COVID-19, Longview ISD will continue of offer bus transportation, but some additional safety precautions will be put into place. Students and drivers are recommended to wear some type of face covering or masks at all times on the bus.

- Hand sanitizer will be available when boarding the bus.
- All drivers will wear face coverings/masks.
- All students, as developmentally appropriate and per CDC guidelines, will wear face coverings while riding the bus.
- Buses will be cleaned/disinfected between each transportation run and at the end of the day.

- Transportation staff will be trained in proper cleaning/disinfecting procedures.
- All Longview ISD vehicles will be equipped with cleaning and disinfecting supplies.

BREAKFAST AND LUNCH

In an order to minimize additional traffic in the buildings, **no outside food deliveries will be allowed.** These restrictions may loosen as the year progresses, however, it is important to reduce as many outside people as possible in order to help stop the spread of COVID-19.

- Cafeteria and serving areas will be cleaned between uses.
- Students will be served a hot lunch in the traditional fashion.
- Cafeteria, serving, and eating areas will be cleaned between uses.
- Signage and staff will reinforce if possible.
- All LISD child nutrition staff will use face coverings/masks and gloves while performing job responsibilities and will be trained to practice health and hygiene regulations.

ARRIVAL, DISMISSAL & TRANSITION

Parents are asked to assist campus staff in the implementation of arrival and dismissal plans. When transporting or walking children to school, please follow all signage, drop off and pick up children at the appropriate locations, and quickly exit the parking lots.

- Parents will **not** be permitted to walk students inside the school building beyond the secure vestibule without a mask.
- Each group of students will be directed to wash their hands prior to entering the buildings.
- Hand washing stations will be provided outside each campus.
- All areas of the building (gym, cafeteria, larger classrooms, common areas, etc.) will be utilized to limit the size of student groupings.
- Dismissal exit points will be established. It is recommended that all staff and students wear face coverings or masks during this time because of close contact.

CLASSROOM SAFETY PROTOCOLS

It is our aim to maintain a warm and inviting learning environment in our classrooms while simultaneously following health guidelines.

Specifically, it may not be possible to maintain a 6-foot apart distance in a classroom, students are recommended to wear a mask or face covering and we recommend teachers to wear a mask or covering. They may remove their face covering from time to time, as the need arises. Longview ISD will adhere to the Texas Education Agency's and the Governors guidelines.

Each classroom will have the following:

- Access to alcohol-based hand sanitizer.
- Access to disinfectant supplies to sanitize working surfaces.
- Shared supplies will be limited and cleaned between uses.
- Some will have hand-washing stations in the classroom.

Based on the district guidance, teachers will develop, teach, and implement procedures that:

- Limit student movement as much as possible in the classroom.
- Keep doors open to allow as much fresh air circulation as possible.
- Establish student responsibilities to clean personal areas and materials and supplies.

- Reinforce hand washing protocols and intermittent use of hand sanitizer.
- Reduce the use of large table seating in classrooms if possible.
- If tables are used, limit the number of students per table as much as possible.

EXTRACURRICULAR AND STUDENT ORGANIZATION ACTIVITIES

Extracurricular/Co-curricular activities, practices and competitions will be conducted following the safety protocols provided by the University Interscholastic League (UIL), and the Texas Education Agency. This will include the health screening, group sizes, sharing and sanitizing of equipment, locker room usage etc.

Use this link for further information: https://www.uiltexas.org/press-releases/detail/modified-uil-activities-calendar-and-covid-19-guidelines-for-2020-2021.

- Hand sanitizer or other disinfecting solutions will be available in gym areas and equipment will be sanitized on a regular basis.
- Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be cleaned regularly.
- Bus travel will follow transportation guidelines provided by LISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines.
- Ticketing for events may be utilized to control capacity of facilities.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- Separate seats may be marked and/or configured in a way to provide additional spacing.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.
- Hand washing or sanitation stations will be available for any activity.
- School-wide pep-rallies may or may not be held during the fall semester.
- Face coverings should be worn when in large groups of people.

PHYSICAL EDUCATION

Whenever possible, physical education classes will be held outside to allow for maximum spacing and clean air consumption.

- Students should provide their own water bottles.
- Reduce the number of people in the restroom or locker room at a time.
- Sanitizing areas and access to hand washing station will be provided.



TCIS Safely Back to School Guide 2020

A nombre de Texas Council International Studies (TCIS), El Consejo Internacional de Estudios de Texas, red de escuelas sirviendo a los estudiantes del Distrito de Longview, me gustaría darle la bienvenida a los estudiantes y familias al año escolar. Tenemos el honor de haber escogido a la escuela TCIS para que provea la educación a los estudiantes de International Baccalaureate (IB) (Bachillerato Internacional.) Los directores, maestros y personal han trabajado diligentemente durante el verano y están listos para empezar alegre año escolar.

Linda Buie Directora Ejecutiva de TCIS Longview

Estoy emocionada de regresar a la escuela, y este será un año asombroso para enseñar y aprender. Hemos estado trabajando todo el verano para asegurar que nuestros programas sean rigurosos y nuestros edificios y salones de clase estén limpios, higienizados y seguros.

Sue Wilson

Directora de Hudson Pep Escuela Elemental

Estamos emocionados por el año Escolar 2020-2021. Nuestra facultad y empleados estamos emocionados de recibir a nuestros Mustangs de regreso. Les damos la bienvenida a las nuevas caras que se unen a nuestro plantel este año. Todos nosotros aquí en Ned hemos estado diligentemente preparándonos para el regreso de nuestros estudiantes, y esperamos tener otro año de excelencia.

Melanie Hamilton Directora Escolar, de Ned E. Williams Escuela Elemental

Aquí en South Ward estamos esperando proveer una audaz, innovada experiencia de aprendizaje en un ambiente de apoyo y seguro. Somos los Aguilas. Nos levantamos y subimos alto...como Uno solo.

Joaquin Guerrero Director Escolar, South Ward Elementary

Foster Middle School está emocionada con esta nueva jornada de volverse Escuela de Bachillerato Escolar Mundial (International Baccalaureate World School). Estamos motivados por la nueva misión de crear un mejor mundo por medio de educación y dedicados a la responsabilidad de servir a nuestra comunidad de aprendizaje.

Ryan Carroll Director Escolar, Foster Middle School

¡En Judson STEAM Academy perseguir excelencia es un habito DIARIO! JSA está comprometido a asegurar la seguridad de un aprendizaje seguro y un ambiente de enseñanza seguro para los empleados y estudiantes. Esperamos tener un sorprendente año escolar al ir motivando a nuestros estudiantes a que crezcan emocional, social y académicamente.

Melanie Pondant Directora Escolar de Judson Steam Acadmy

La facultad y empleados de Longview High School hemos trabajado arduamente para proveer un ambiente seguro para nuestros estudiantes. Estamos muy emocionados de ofrecer a nuestros estudiantes la mejor posibilidad de educación para todos los estudiantes, y nuestra escuela tiene un avenida para cualquier sendero el estudiante escoja seguir. Longview High School tiene una enriquecida historia y una tradición de orgullo. Nos complace que su estudiante sea parte de la familia LOBO este año escolar. ¡GO LOBOS!

James Brewer Director Escolar, Longview High School

Para proveer un ambiente seguro y saludable para los estudiantes y empleados en las escuelas de Longview ISD el Texas Council for International Studies (TCIS,) (El Consejo Internacional de Estudios de Texas, red de escuelas sirviendo a los estudiantes del Distrito de Longview,) ha desarrollado reglas, **Return to Learn Plan (Plan de Regreso al Aprendizaje)** y el Longview ISD Personal Protection Plan (Plan de Protección Personal.) Información de preparación de COVID-19 del Distrito de Longview se puede encontrar en http://w3.lisd.org/COVID/

Preparándose para el Día de Escolar

Pasos a tomar **antes** de llegar a al plantel escolar

- Empleados
 - Antes de venir al plantel o antes de llegar al plantel, complete y someta la forma de Daily Self-Screen (forma de Reviso personal)
- Los estudiantes permanecerán en casa si presentan los siguientes síntomas
 - Contacto cercano con un individuo quien haya sido confirmado por un laboratorio de COVID-19
 - Expuesto directamente a un secreción infecciosa, como que hayan tosido en Él/ella
 - Directamente dentro de 6 pies de distancia por una duración de 15 minutos
 - o **Temperatura** más de 100 grados cuando se le tome oralmente (por la boca)
 - o Garganta irritado sin razón alguna
 - o Dolor de cuerpo, escalofríos, y tos sin alguna razón conocida
 - o Dificultades al respirar sin razón alguna
 - Cambios en la o base de respiración para los estudiantes con tos de alergia/asma
 - o Diarrea, vomito o dolores abdominales
 - o Dolores de cabeza severos, especialmente si tiene fiebre
 - o Perdida de paladar o olfato (sabor o olor) sin razón alguna
- Reglas para el uso de mascarillas (tapaboca)
 - o Aceptable
 - Color solido
 - Patrones cuadriculadas, camuflaje,
 - Disney, Nickelodeon, o personajes de caricaturas apropiadas
 - Nike, Adidas, Under Armour, Polo u otro marca
 - Longview Lobos u otro logo de equipo deportivo
 - Inaceptable
 - Declaraciones políticas
 - Logos controversiales/polizadores
 - Bandanas excepto las bandanas blancas proveídas a los estudiantes por la escuela SouthWard Elementary
 - Fotografías vulgares y profanas
 - Family Guy, Los Simpsons, American Dad u otro caricatura de adultos.

Transportación en autobús

- Mascarillas para los conductores de autobús
- Se recomienda mascarillas para los estudiantes de Elementaría
- Se requieren mascarillas para los estudiantes de High School
- Usar hand sanitizer (alcohol gel)
- Empleados de transportación entrenados en limpieza/desinsectación de autobuses
- Autobuses limpios y higienizados después de cada carrera

Dejar Los Estudiantes El Plantel Escolar

Pasos a tomar antes de entrar el edificio

- Tomar temperatura
 - o Estudiantes que se trasporten en carro y tengan temperaturas de 100 o más grados
 - Regresar a casa
 - Regresar a la escuela cuando tenga menos de 100 grados de temperatura por 72 horas
 - Estudiantes que se transportan en autobús
 - Esperan en las áreas designadas
 - Padres o tutores harán un esfuerzo para recibir los niños dentro de treinta (30) minutos de haber sido contactados por la escuela.
 - Regreso a casa
 - Regreso a la escuela cuando la temperatura sea menos de 100 grados por 72 horas
- Lavarse las manos por 20 segundos en las estaciones de lavado de manos proveídos por TCIS de escuelas Elemental y escuelas Intermedias fuera del edificio
- Hand **sanatizer** (**alcohol gel**) se aplicara en las estaciones de lavado de mano fuera del edificio
- Mascarillas (tapaboca) se usaran por estudiantes en 3rd grado o arriba
- Mascarillas (tapaboca) y lavado de mano es requerido para que los padres entren al vestíbulo de todas las escuelas elementales y escuelas Intermedias
- Mascarillas (tapabocas) se requiere para que los padres puedan entrar al edificio de Longview High School

Durante el Día Escolar

- Mascarillas (tapabocas) se usaran por estudiantes y empleados
- No se permite entrega de comida a estudiantes incluyendo cumpleaños o celebraciones de días festivos
- No se permite entregas incluyendo flores y otros regalos no se permitirá
- No se permite adultos comer almuerzo con los estudiantes

- No se permite adultos llevar a los estudiantes a sus salones de clases
- Se darán formas Covid-19 para firmar

Desayuno y Almuerzos

- Mascarillas (tapabocas) y guantes serán usados por todo el personal de nutricional de LISD
- Mascarillas (tapabocas) se usaran mientras entre, se mueve en la línea de servir alimentos, y al salir la cafetería
- Mascarillas (tapabocas) no se requiere mientras come
- El plantel escolar tendrá planes individuales para la seguridad en ambiente durante se come y las mascarillas no están en uso
- Cafetería, área de servir alimentos, y áreas de comer serán aseadas entre usos

Protocolos de Seguridad en Los Salones de Clase

- Hand sanitizer (alcohol gel) se proveerá y su uso se fomentara
- Se proveerá desinfectante para las superficies de área de trabajo
- Las cosas que se comparten serán desinfectadas entre usos
- Se limitara el movimiento de los estudiantes
- Las puertas de salones de clase estarán abiertas para circulación de aire
- Se usaran mesas grandes y se reducirá su capacidad de asientos
- Se limitara el número de estudiantes en las mesas
- Los estudiantes proveerán sus propias botellas de agua
- Se limitara el número de estudiantes in los baños y los vestuarios
- Habrá acceso a las estaciones de lavado de manos disponibles