

# School Re-Opening Protocols

The following are the return to onsite work protocols for Alvarado ISD campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of scholars, educators and the community. Please note, health guidance cannot anticipate every unique situation.

As a result, Alvarado ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, Alvarado ISD expects all educators, scholars and families to rigorously follow these practices.

The District is asking that parents follow the recommendations set forth by the CDC, Texas State Department of Health Services, and Texas Education Agency and have your scholar wear a face covering, mask or face shield, when in a public place and at school. If there is a medical condition that prohibits your scholar from wearing a face covering, please contact the school nurse.

## **Preparation for the Opening of School**

Alvarado ISD will ensure all educators, resources and supplies are prepared for opening school, including but not limited to assigning sufficient educators to carry out reopening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance,

recommendations and resources to assist with plans and protocols for health and safety. Before schools reopen, Alvarado ISD will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.).
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency.
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies.
- Providing communication of procedures and expectations upon entering facilities and throughout buildings.

## Protocols for Screening and Isolation

### General

All scholars and educators will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

### Screening Protocols

#### Scholars

- A parent or guardian will be required to screen their children for COVID-19 symptoms (listed below) each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive virtual learning until the below conditions for re-entry are met.
- Scholars should not enter campuses or district buildings if any of the following apply. The individual:
  - Has any of the following symptoms: fever (100.4°F or higher when taken by mouth), new uncontrolled cough that causes difficulty breathing, new onset of severe headache (especially with a fever), sore throat, vomiting or diarrhea or abdominal pain.
  - Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.

- Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
- Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations](#) .
- If a scholar demonstrates any of the above signs or symptoms, they must stay home. Please report to the campus nurse the signs or symptoms your scholar is exhibiting. In the event that your scholar has a fever, they must be kept home from school until they are fever free for 24 hours without the use of fever reducing medication. Please do not give fever reducing medication and send your scholar to school.
- Scholars exhibiting signs or symptoms of illness will not, under any circumstance be allowed to walk home, or utilize school transportation.
- Educators will monitor scholars and refer them to the nurse if symptoms are present.

## **Educators**

- Educators will wear masks or face shields when they are in the common areas of buildings or when they are in close proximity to others.
- For the purposes of this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Educators will attempt to maintain a social distancing of six feet whenever possible.
- Educators should wash their hands prior to coming to work and should wash their hands frequently throughout the day especially as they come in contact with high touch areas.
- If an educator is not able to wash their hands, they should use hand sanitizer.
- Educators should wear gloves when in situations that might expose them to the virus.
- Educators will self-screen each morning before coming to work. Educators will be expected to:
  - Check their temperature. Anyone with a fever of 100.4 or higher when taken by the mouth should not come to work.
  - Educators will be expected to prescreen themselves for the following symptoms:

- Fever (100.4°F or higher when taken by mouth), new uncontrolled cough that causes difficulty breathing, new onset of severe headache (especially with a fever), sore throat, vomiting or diarrhea or abdominal pain.

## **Visitors**

Parents are asked to call the school to have scholars released to their car. Campus educators should consider utilizing virtual meeting options to limit campus visitors. All visitors eligible to enter the building will be required to wear a face covering.

## **Visitor Screening/PPE Requirements**

- The district will restrict visits in schools to only those essential to school operation and only after they have been screened.
- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as parent meetings, ARDs, LPAC, etc.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed at reception desks.
- Excluding parental drop-off and pick-up, visitors will be screened to determine if they are lab confirmed for COVID 19, have COVID 19 symptoms, and whether they have had close contact with an individual who is lab-confirmed with COVID-19.

## **Isolation Protocols**

### **Scholars**

- For scholars displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a scholar needs to be sent home.
- Scholars will be required to wear a mask and to practice social distancing whenever possible.

- Scholars who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- Other scholars will be removed from the classroom and taken to an alternate location on campus (e.g., go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Scholars who are lab-confirmed or suspected with COVID-19 symptoms listed above must stay at home throughout the infection period and may return to campus when they:
  - Meet all three of the following conditions:
    - at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
    - the individual has improvement in symptoms, (cough, sore throat, etc.); and
    - at least 10 days have passed since symptoms first appeared.
  - Or
    - Obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
  - Or
    - A medical professional's note indicating an alternate diagnosis.
- In the case of a scholar who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19 is assumed to have COVID-19, and the scholar may not return to school until the scholar has completed the same three-step set of criteria listed above.
- Schools must close off areas that are heavily used by the individual with the lab-confirmed case (scholar or educator) until the non-porous surfaces in those areas can be disinfected.
- District communication will be provided to the scholars who came in contact with a scholar or educator displaying COVID-19 symptoms.

- Scholars will be encouraged to sanitize and wash their hands frequently.
- Scholars will be instructed on proper handwashing techniques.
- Scholars will be instructed to cover coughs and sneezes with a tissue, and if not available, cover them in their elbows.

## **Educators**

Educators displaying COVID-19 symptoms will follow district protocols including isolation from scholars and other educators members.

Educators will contact the HR Director and their supervisor if:

- They have COVID-19 symptoms
- They are lab confirmed with COVID-19
- Come into close contact with an individual who is lab-confirmed with COVID-19.
  - “Close contact” refers to contact with an individual who is lab-confirmed to have COVID-19. For clarity, close contact is defined as:
    - Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
    - Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;
  - If either occurred at any time in the last 14 days at the same time the infected individual was infectious.
  - Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.
- Educators who are lab-confirmed or suspected with COVID-19 symptoms listed above must stay at home throughout the infection period and may return to school when they:
  - Meet all three of the following conditions:
    - At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
    - The individual has improvement in symptoms, (cough, sore throat, etc.); and
    - At least 10 days have passed since symptoms first appeared.
  - Or

- Obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
  - Or
    - A medical professional's note indicating an alternate diagnosis.
- 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 work 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 obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- Mandatory notifications will come from HR.

## Protocols for Personal Protective Equipment

Schools are required to comply with the governor's executive order regarding the wearing of masks. Scholars, educators and visitors are expected to wear face coverings while on school property (including after-school events and while using transportation). This requirement is subject to change.

- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), half-face shields that protect nose and mouth or full-face shields to protect eyes, nose, and mouth.
- Masks with exhalation valves or vents should NOT be worn.
- Educators and scholars will appropriately wear face coverings at all times.
- TEA recommends wearing a face shield and a mask for best protection.
- Scholars in pre-k through third grade will be provided face shields in classrooms, hallways, and common areas during the school day.
- Scholars in pre-k through third grade will need to provide masks during arrival and dismissal procedures.

- Scholars in fourth through 12th grades will wear face coverings while at school.
- It may be impractical for scholars to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities.
- Scholars and educators who are actively exercising will be allowed to remove masks or face shields, as long as they maintain at least six feet of distance from other scholars and educators who are not wearing masks or face shields. However, schools must require scholars and educators to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.
- Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- Additional protective equipment will be provided to school nurses for use in the clinic.
- Scholars and educators will be provided with a reusable face covering if needed. Families will be responsible for daily cleaning and are requested to supply a scholar's face covering for grades 4-12.

## **Protocols for Disinfecting and Hand Sanitizing**

Frequent disinfection and hand sanitization will ensure health and wellness of scholars and educators.

### Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Educators and scholars will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of Alvarado ISD-provided hand sanitizer:
  - Provide hand sanitizer upon entry to classroom and periodic educator reminders during instructional day.
  - Habitual and thorough hand washing after recess, before eating and following restroom breaks.



## **Disinfecting Expectations**

- Educators will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Educators will limit the use of shared supplies when possible.
- Scholars will engage in lessons focused on hand washing and social distancing practices at the beginning of the school year. Scholars will be encouraged to sanitize and wash their hands frequently.

## **Protocols for Campus Cleaning and Disinfecting**

Frequent cleaning and disinfection will support a healthy learning and work environment for scholars and educators.

### **Daily Campus Cleaning**

- Each classroom and restroom will be cleaned and disinfected.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- Cafeterias will be disinfected between lunch periods.
- Educators will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

### **Restrooms**

- Educators should supervise and limit the number of scholars who enter the bathroom at one time to comply with health agency recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of scholars across various classes and to ensure educator monitoring of social distancing guidelines.
- Increased disinfecting will occur throughout the school day. Educators and scholars must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all scholars and consistently reinforced.

## Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- All scholars and educators will be required to use hand sanitizer when entering and exiting common areas.
- Water bottle fill stations will be added at each campus.
- Plexiglass protection will be added to each reception area.
- Classes/grade levels will sign up to reserve common areas.
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, scholars will bring personal supplies from the classroom.
- The number of scholars permitted in a common area will be based upon social distancing practices when possible.
- The use of virtual meetings/video conferencing is preferred when possible, including parent meetings, ARDs, LPAC, booster club meetings and events.
- When necessary, administration must create a plan for parent organizations, booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- If meetings must be held in person, all social distancing protocols will be implemented:
  - Facial coverings
  - Six-foot social distancing when possible
  - Limiting the sharing of materials/ supplies