

Health  
& Safety

# Health and Safety

## **The health and safety section provides in-person instruction guidance for the 2020-2021 school year.**

The information contained in this document is based on the latest health and safety guidelines provided by federal, state and local health and governmental agencies related to COVID-19.

The health and safety measures are designed to prevent the spread of the virus and to provide mitigation practices should an outbreak occur. These are essential health protocols to be followed by students and staff members:

### **Student Health Protocols:**

- Parents/guardians are expected to screen their child(ren) for COVID-19 symptoms each day prior to sending them to school.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate physical distancing, hand hygiene, and respiratory etiquette.
- All students will be trained on proper handwashing techniques and should regularly wash their hands when reporting to school and after using the restroom.
- All students should maintain 6 feet distancing from others. If this is not possible, face coverings should be used.
- All students (age-appropriate) are required to use non-medical grade face masks/face coverings/shields, covering nose and mouth, while in indoor common spaces.
- All face masks/face coverings shall be solid color, free of any images, words, political slogans, with the exception of a SBISD school or district logo.

### **Employee Health Protocols:**

- All employees will be asked to submit a written health screener weekly.
- All SBISD employees will be required to complete a self-screening daily.
- All employees will be expected to know, understand and practice methods to protect themselves and others from COVID-19 at work.
- All employees must practice appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- All employees are expected to regularly wash their hands when reporting to work and after using the restroom.
- All employees should maintain 6 feet distancing from others when feasible. If this is not possible, face covering/mask/shield must be used.
- All employees are required to use non-medical grade face masks/coverings/shields, covering nose and mouth, while in indoor common spaces.

- All face masks/face coverings shall be free of any images, words, political slogans, with the exception of a SBISD school or district logo.

The District will continue to implement health and safety guidance from federal, state, and local governmental agencies to ensure a safe and healthy start to school.

**As new measures are determined, the District will make adjustments and implement changes and updates as needed.**

#### Designated Point Person

The Campus Safety Officer is the designated point person for COVID-19 issues at each campus and will be responsible for responding to, and implementing COVID-19 health and safety guidelines and protocols. The principal and Campus Safety Officer will work closely with the campus nurse to monitor, respond, and communicate information and updates on COVID-19.

The Director of Safety and Security for the district will communicate updates and health safety protocols to the Campus Safety Officer and department supervisors.

#### Community mitigation activities

Community mitigation activities help to prevent and reduce the spread of the infectious diseases, including COVID-19. The District is committed to providing a safe and healthy environment for our students, staff, and families. It is important to understand the virus spreads from person to person in close contact, through respiratory droplets.

Everyone is at risk for exposure to COVID-19 and symptoms may appear 2-14 days after exposure to the virus. Some people are at higher risk due to underlying health conditions and the risk increases with age. Individuals 85 years and older have the greatest risk to become seriously ill.

Individuals at any age with certain underlying health conditions may be at a higher risk of severe illness from COVID-19 and should consult a physician on ways to protect themselves.

Each member of our community can support the district's efforts to slow the spread of this infectious disease by following the CDC healthy hygiene practices:

- Wash your hands often.
- Use hand sanitizer if soap and water is not available.
- Cover your mouth and nose with a cloth face cover when around others.

- Cover coughs and sneezes.
- Practice physical distancing when and where feasible.

**Monitor your health and be alert for symptoms of COVID-19:**

- Fever or chills
- Cough
- 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
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19

**All staff and students are expected to stay home if they have a fever, feel sick, or are exhibiting any of the symptoms of COVID-19.**

# Visitor & Volunteer Policy

## Visitor & Volunteer Process:

- To limit exposure to communicable diseases, and in an abundance of caution, all District facilities will be closed to nonessential visitors, parents, volunteers, and activities involving external groups or organizations for the first semester.
- Parents dropping students off in the morning or picking up at dismissal will be required to wait outside.
- Essential meetings will be conducted through virtual appointments or limited face-to-face visits.
- Public service providers, essential vendors, and contractors may be allowed into a district facility by appointment and must follow the check-in process below:

## Check-in Process:

- ☐ All visitors will need to show identification and be scanned through RAPTOR.
- ☐ All visitors will be required to wear a face covering over the nose and mouth.
- ☐ All visitors are expected to practice physical distancing whenever and wherever feasible.
- ☐ Each individual will be verbally screened (via questioning) for any of the following new or worsening signs or symptoms of COVID-19:
  - ☐ Fever or chills
  - ☐ Cough
  - ☐ 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
  - ☐ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - ☐ Known close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19

Any visitor to a SBISD site that fails to satisfactorily answer the screening questions above, will not be allowed to enter the premises and will need to leave immediately. A virtual appointment may be scheduled in lieu of an in-person meeting.





# Health Screening - Expectations

**Have you experienced any of the following health symptoms in the last 24 hours?**

## **Personal Daily Self Screening (ALL)**

All students and employees will self-screen for any of the following **new** or **worsening signs or symptoms** of COVID-19:

- ☐ Fever or chills
- ☐ Cough
- ☐ 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
- ☐ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- ☐ Known close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19

# Health Screening - Isolation Protocols

## For Students

Parents/guardians are expected to screen their child for COVID-19 symptoms each day prior to sending their child to school.

Students will have a temperature check and be verbally screened for symptoms of COVID-19 daily.

## Health Screening

SBISD will prohibit a student who fails the health screening criteria and has symptoms consistent with COVID-19, who is lab-confirmed with COVID-19 diagnosis, or has direct prolonged close contact exposure to someone who has a positive COVID-19 diagnosis. The student must stay home throughout the infection period, and cannot return to campus until the school screens the student to determine if any of the below conditions for campus re-entry have been met:

- In the case of a child who was diagnosed with COVID-19, the child may be ready for attending school when all three of the following criteria are met:
  - at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications) AND
  - the child has improvement in respiratory symptoms (e.g., cough, shortness of breath) AND
  - at least 10 days have passed since symptoms first appeared.
- In the case of a child who has symptoms consistent with COVID-19 and who does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and the child should not return to school until the child has completed the same three-step criteria listed above.
- If the child has symptoms consistent with COVID-19 and the parents want their child to return to school before completing the above self-isolation period, the child's parents must obtain a medical professional's note clearing the child for returning based on an alternative diagnosis.
- If the child has been in prolonged close contact with a person who is lab-confirmed to have COVID-19, they should notify the school and should not return to school until the end of the 14-day self-quarantine period from the last date of exposure, or until they obtain a medical professional's note clearing the child for returning based on a COVID-19 free diagnosis.



## **Isolation protocol for students with symptoms**

**Any student who does not pass the health screening will report to the nurse for a clinical assessment and be separated from peers.**

- If the student is suspected to have exposure to or symptoms consistent with COVID-19, the parents/guardians will be contacted.
- The student must be picked up within 30 minutes and no later than one hour from the time the campus contacted the student's parent/guardian.
- The areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be cleaned as soon as is feasible.
- The student who was diagnosed with COVID-19 cannot return to school until the student is screened and meets any of the criteria in the health screening section above.

# For Employees

Each week all campus employees are expected to submit a written health screener to the campus nurse and must report any potential or known exposure to COVID-19.

Employees at other district facilities will submit a written health screener to the district lead nurse once a week. All employees are expected to conduct daily self-screening for symptoms of COVID-19.

## Health Screening

SBISD will prohibit an employee who fails the screening criteria, has a positive COVID-19 diagnosis, or has direct prolonged close contact exposure to someone who has a positive COVID-19 diagnosis from being allowed on campus or department until they meet any of the criteria for re-entry as follows:

- In the case of an employee who was diagnosed with COVID-19, the employee may be ready to return to work when all three of the following criteria are met:
  - at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications) AND
  - the employee has improvement in respiratory symptoms (e.g., cough, shortness of breath) AND
  - at least 10 days have passed since symptoms first appeared.
- If an employee has symptoms AND tests positive OR is suspected to have COVID-19 they must:
  - The employee must follow the above requirements OR
  - Must obtain a physician's release to return to work due to an alternative diagnosis or negative test result.
- If an employee has prolonged close contact exposure with an individual who has symptoms OR individual who tests positive for COVID-19 (Including someone at Home) OR employee tests positive but has no symptoms.
  - The employee must self-isolate for 14 days; OR
  - may return to work sooner with a negative test result AND provide a physician's release to work.

*Note: To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.*

## Isolation protocol for employees with symptoms:

- Employees who do not pass the above screening must notify their supervisor, report absence into AESOP, and go home.
- If an employee is concerned symptoms are COVID-19 related, they should consult with a health care provider.
- The areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be cleaned as soon as is feasible.

# COVID-19 Mitigation Efforts

## TRAINING

### **Students:**

The District will provide age-appropriate CDC hygiene lessons on: hand washing, face coverings, how COVID spreads, respiratory etiquette and proper use of masks and face coverings.

### **Employees:**

All District employees will be trained on health safety protocols through Safe Schools SBISD training module. Additional CDC training modules will be available on hand washing, face coverings, how COVID spreads, respiratory etiquette and proper use of masks and face coverings.

## SIGNAGE

All district facilities will have health safety signage on health COVID-19 symptoms, how COVID spreads, hand washing, face coverings, respiratory etiquette and physical distancing.

## FACE COVERINGS/MASKS/SHIELDS

### **Students and Employees:**

Face covering/mask/shield are required and must be worn:

- Properly over the nose and mouth
- When physical distancing is not possible or practical
- During passing periods and in common spaces-e.g. restrooms, hallways, library, cafeteria, gym, meeting rooms, offices, after school, etc...
- On the bus
- And shall be free of any images, words, political slogans, with the exception of the a SBISD school logo
- A note from a health care provider is required if a student/employee has a health condition that inhibits them from wearing a face covering/mask or due to a religious practice that would require otherwise.

## HAND SANITIZER/HAND SOAP/SANITIZER

### **Daily Activities for Students and Employees:**

- Alcohol-based hand sanitizer will be available at the main entry/exit doors to the campus, in classrooms, in the cafeteria and in high traffic areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- **SBISD students and staff will be expected to:**
  - Use hand sanitizer upon entry to classroom and periodically during instructional day

- Wash hands with soap and water before eating, following restroom breaks and after recess, physical education classes, or other outdoor activity.
- **Alcohol-based sanitizer will be used on:**
  - High touch surfaces include desks, light switches, door knobs, phones, conference tables, computer keyboard, counter tops and chairs.
- Hand soap
  - Wash hands for 20 seconds using disinfecting soap.
- Hand sanitizer
  - Use hand sanitizer before and after touching surfaces such as vending machines, copy machines, coffee pots, refrigerator handles and door knobs.

## **CLEANING and DISINFECTION**

### **Daily District and Campus Facilities Cleaning:**

- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected daily.
- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected between lunch periods.
- Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.

### **Additional Cleaning Measures for COVID-19 Positive Cases**

- If a classroom or facility is closed due to COVID-19 spread, hospital grade disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.
- Custodial staff will defog and disinfect classrooms, restrooms, the athletic indoor turf field, weight room and all additional areas in the entire building.

## **SOCIAL DISTANCING**

All students and employees will practice physical distancing whenever possible and to the extent possible. Face coverings/masks/shields are recommended in addition to practicing social distancing. When unable to maintain physical distancing face coverings/masks/shields are required.

## **MODIFIED CLASSROOM LAYOUT**

### **Elementary and Secondary Classrooms will need to:**

- Classrooms will be cleared of unnecessary furniture such as reading couches and large bookshelves to allow the maximum square footage for student seating.
- Reduce and remove extra materials.
- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other).
- Classrooms with tables will have students seated at opposite ends and have a divider between seats if the distance is less than 3 feet, or have students sit on only one side of tables, spaced apart or use tabletop partitions as needed.

## **COHORTING**

- Campuses will identify small groups and keep them together through cohorting. This is to ensure student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Limit mixing between groups when feasible.

## **STAGGERING SCHEDULING**

- Each campus will stagger student travel in hallways upon arrival, transition periods, and at dismissal times by utilizing multiple entrance and exit pathways.

## **SHARED OBJECTS**

- Students will be discouraged from sharing items that are difficult to clean or disinfect.
- Elementary and PreK will keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Secondary lockers will not be assigned - students will carry all needed materials and lunch with them.
- Students will need to have adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Students will need to avoid sharing electronic devices, toys, books, and other games or learning aids when feasible. Shared supplies will be sanitized between use.

## **COMMUNAL SPACES**

Campuses will develop schedules and protocols for the use of common areas, including how to sanitize space between use. When needed, students will bring personal supplies from the classroom.

**All students and staff will be required to use hand sanitizer when entering and exiting common areas.**

## **LIBRARY**

- Visual reminders will be added and furniture arranged to help students maintain physical distancing while in the library.
- Students and staff will wash/sanitize hands upon entering and after visiting the library.
- High touch surfaces (i.e. table tops, chairs, door handles, technology equipment) will be disinfected regularly.
- Occupancy will be limited.

## **RESTROOMS**

- Each campus/facility will identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per physical distancing.
- Signage will be used to show the number of students in the restroom at one time for physical distancing.
- Students and staff must wash hands and then use hand sanitizer before entering the classroom after using the restroom.
- Will be monitored throughout the school day and cleaned and disinfected daily.

## **CAFETERIA**

- Cafeteria tables should be spaced apart and tables will be cleaned and disinfected between use.
- Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each seat.
- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
- Hand sanitizer will be available at entrances and exits of the cafeteria.

## **RECESS**

- Stagger the use of playground equipment.
- Limit the number of class groups on the playground and physical distance when and where feasible.
- Students and staff should use wash hands and/or use hand sanitizer before entering and when exiting the playground.

## **SPECIALS**

- PE classes will be conducted outdoors whenever possible.



- Appropriate physical distancing measures will be followed in all specials classes.
- Students will use their own art supplies.
- Processes for sanitizing equipment used by students will be implemented to ensure that equipment is disinfected after each use.

## **MEETING SPACES**

- Meetings will be limited to video conferencing when possible.
- If meetings must be held in person, all physical distancing protocols will be implemented.
  - Facial coverings during substantial and moderate transmission levels
  - Limit the sharing of materials/supplies

## **ADMINISTRATIVE SPACES**

### **Reception, Offices, Conference Rooms, Mail Room**

When possible, meetings will be conducted virtually. However, if the need arises to meet in person please follow campus/facility guidelines:

- Facial coverings or masks will be utilized during substantial and moderate transmission levels.
- Partitions will be utilized as needed.
- Hand sanitizer will be provided in front office spaces.
- Distances of 6 feet will be provided between all occupied seats and workspaces as feasible.

## **FLEXIBLE LEARNING SPACES**

- The number of students in these areas will be limited as driven by available space and physical distancing guidelines.
- Common spaces and supplies in these spaces will be disinfected frequently.

## **CHILD NUTRITION SERVICES**

**All child nutrition staff will continue to practice ‘personal hygiene’ standards as required.**

- To ensure the safety of students and staff, no outside food deliveries will be accepted (i.e. food, gifts, DoorDash, etc.).
- Students may bring their own lunch.
- Grab and go meals may be served in the cafeteria and taken to classrooms for consumption, while ensuring the safety of children.
- Continue to use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food will be sanitized.

- Staff will handle service items with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.

## **Breakfast**

- “Grab and Go” breakfast will be served in the cafeteria and students will eat breakfast in their homeroom or in areas throughout the campus as designated by Campus Administration.
- Cafeteria and serving areas will be cleaned and disinfected between use.

## **Lunch**

- Lunches will be “Grab and Go.”
- Campus Administration will identify various locations throughout the building for students to eat and to physical distance as feasible.
- Only specialized groups will be designated to eat in the cafeteria with appropriate physical distancing and students will be released on a staggered schedule.
- Cafeteria, serving, and eating areas will be cleaned and disinfected between uses.

## **TRANSPORTATION**

As a response to COVID-19, SBISD encourages all families, with the ability to do so, to transport children to and from school.

Bus transportation will be offered; however, the standard number of transported students compromises the ability to physically distance. For this reason, students utilizing bus transportation will be required to utilize face coverings.

- Students will be required to pre-register for bus transportation by July 24, 2020 in order to ensure transportation services.
- All students will use hand sanitizer upon boarding the bus.
- All bus drivers will wear face covering.
- All students (age-appropriate) will be required to use face coverings or masks, covering nose and mouth while riding the bus.
- Once daily buses will be sprayed with a disinfectant at the end of each day. In addition, on a weekly basis, all buses will be cleaned and disinfected.
- Transportation staff will be trained in proper sanitation procedures.
- All SBISD ISD vehicles will be equipped with sanitation and cleaning supplies.
- Encourage families to transport their children to and from school.

## **GATHERINGS & FIELD TRIPS**

- Until further notice, the use of field trips to enhance the educational experience will be postponed.
- Until further notice, there will be no large student assemblies.
- Any student physical activities (i.e. pep rallies, celebrations) must be conducted in open air venues, or limited to less than 50 participants. All such activities, regardless of location, must be in compliance with state physical distancing guidelines.
- All campuses will pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

## **PHYSICAL EDUCATION CLASSROOM PROTOCOLS**

- Whenever possible, taking weather conditions into account, physical education classes will be held outside to allow for maximum physical distance between students.
- Within the program, consistent grouping of the same participants will be encouraged, while refraining from intermixing groups whenever possible.
- Any activities bringing students into close physical contact will be avoided.

- Visual markers will be in place on the gym floor, bleachers, weight rooms, and indoor and outdoor field and surfaces as reminders of physical distancing rules.
- Procedures will be implemented in the locker rooms to promote physical distancing.
- Processes for sanitizing equipment used by students will be implemented to ensure that equipment is disinfected after each use.
- Separate entrances and exits will be utilized and doors may be propped open, during a class period, to minimize physical contact with handles.
- Activities requiring the sharing of equipment between participants will be avoided as much as possible. Community supplies are considered high touch and will be cleaned frequently.
- Students will be encouraged to bring refillable water bottles to avoid direct contact with water fountains.
- Sanitizing areas and access to handwashing will be provided.

## **EXTRACURRICULAR ACTIVITIES**

### **CHEERLEADING**

- Practices and performances will be conducted following safety protocol provided by guidance from SBISD, UIL, TEA and the NFHS. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.

### **ATHLETICS**

- Athletic practices and contests will be conducted following safety protocol provided by guidance from SBISD, UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizers will be in gym facilities 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 utilized to enforce physical distancing guidelines.
- Bus travel will follow transportation guidelines provided by SBISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized.
- Spectator seats may be marked and/or configured in a way to enforce physical distancing.
- Concessions and/or concession sales may be limited to encourage physical distancing and to follow health and safety guidelines.

## **FINE ARTS**

- Large group practice sessions, sectionals and rehearsals will adhere to health safety guidelines provided by an authorized entity (e.g., SBISD, TEA, UIL, etc.)
- Fine arts music private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity.
- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., SBISD, TEA, UIL, etc.)
- Concerts/performance may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., SBISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- All fine arts performances will be streamed online when possible.
- Booster club meetings shall be held virtually to minimize outside exposure to campuses.

## **SPECIAL EDUCATION PROGRAMS**

### **GENERAL GUIDANCE**

- Students with disabilities will follow the same guidelines and protocols with special consideration given to meet their individual needs.
- Special education instructional and related services will be provided in accordance with the ARD/IEP either virtually or face-to-face.
- If transportation is in a student's IEP as a related service, SBISD will provide transportation.
- All special education students who ride district transportation will be required to comply with health and safety protocols for district transportation.

### **In an effort to minimize potential exposure to our most vulnerable students, SBISD will:**

- Focus on physical distancing when possible, handwashing with warm water or hand sanitizer for 20 seconds every hour, and wearing masks.
- Require masks when physical distancing is not possible.
- Post visual supports throughout the classroom to remind and support understanding of expectations.
- Keep each student's belongings separated using student designated containers or areas.
- Minimize sharing of high-touch materials (e.g., assign each student their own device/materials for the day when possible).
- Sanitize all used materials daily.
- Utilize protective barriers as appropriate.
- Utilize grouping and scheduling strategies to reduce exposure.

### **Related Services Face-to-Face**

- Group sizes will comply with state and local health regulations.
- When feasible and appropriate, it is preferable for students to receive services outside rather than inside to reduce potential spread of contagions.
- Providers will develop schedules that maximize time in a single classroom and minimize the number of rooms visited per day.
- Designated spaces in the resource room or flex areas should be used for small group instruction.
- Face coverings and protective barriers should be used when appropriate.
- Speech-language pathologists will wear clear face masks/shields as needed.
- Clear barriers should be used for small group instruction and individual assessments as needed.
- Employees should wear face coverings over the nose and mouth when appropriate.

### **Exposure Prevention Strategies**

Special education services may be delivered in a small group setting with hands-on support. Special education teachers and service providers will take care to reduce any unintentional exposure by:

- Creating supplementary aid and manipulative kits for each student.
- Update as needed per unit of instruction.
- Follow procedures for sanitizing items prior to adding to a student's bag.
- Laminate supplemental aids so they can be easily cleaned and reused.

### **Strategically Scheduling Students**

- Limit variation of student groupings.
- Minimize number of resource staff working with a particular group of students.
- Adhere to district guidelines regarding number of students and staff in a specific location at any given time.

### **Facilitating Safe Small Group Activities**

- Adhere to physical distancing requirements.
- Ensure sanitization of space before and after each small group.
- Face shields and/or dividers if students need to work in close proximity to complete activities.
- Wear appropriate face covering at all times during small group instruction.

### **Supervising Transitions**

- Follow district guidelines.
- Enforce physical distancing of students in hallways and other common areas.
- Provide visual supports or schedules that highlight physical distancing when transitioning between classrooms or activities.

## **Specialized Classrooms**

- When appropriate, students will be provided face shields instead of facemasks for safety.
- Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.
- Special education classrooms and service locations may have additional protective barriers in place to support a safe environment for our students and staff.

## **Service Providers**

Service providers will be expected to support the District's health safety efforts by:

- Providing indirect services virtually when possible;
- Providing direct services virtually during school day when appropriate;

Adhering to district expectations for health screenings, PPE and scheduling to minimize cross-contamination.



# Child Care

**The District will follow health safety guidelines from local and state governmental agencies guidance. This information will be updated as new guidelines are released.**

The information below is the latest guidance from Texas Health and Human Services and guidelines for child care from Texas Education Agency (TEA):

- The Texas Health and Human Services Commission has enacted [new emergency rules \(PDF\)](#) related to health and safety standards for child day care operations. These emergency rules include many of guidelines from the [Open Texas Child Care Checklist \(PDF\)](#).
- The emergency rules require you to operate in accordance with the [Guidance for Child Care Programs that Remain Open](#) released by the Centers of Disease Control in addition to the requirements described below.

## CAREGIVER REQUIREMENTS

**The emergency rules require:**

- All caregivers have taken required health and safety training related to COVID-19 through the Texas A&M AgriLife Extension.
- All employees age 65 and older to talk to their health care provider to assess their risk and to determine if they should stay home.

## SCREENING REQUIREMENTS

**The emergency rules require:**

- Implementing screening procedures that align with the CDC's most recent guidance.
- Conducting daily screening of anyone who enters the operation and denying entry only to those who fail the screening criteria.

## Drop-off and Pick-up Procedures

**The emergency rules require:**

- Implementing drop-off and pick-up procedures that limit possible exposure between families and child care staff, such as staggering drop-off and pick-up times.
- Pick-up and drop-off procedures for children outside the operation, unless there is a legitimate need for the parent to enter.

## Diapering Procedures

**The emergency rules require following current minimum standards related to diapering, and:**

- Wash the child's and caregiver's hands before beginning.
- Wear gloves.

- Post diaper changing procedures in all diaper changing areas.

## **Soiled Clothing Requirements**

**The emergency rules require all children and caregivers to have multiple changes of clothing available in order to change any clothing with secretions on it. If clothing becomes soiled with bodily secretions, you must:**

- Place contaminated clothing in a sealed plastic bag to be sent home with the child or caregiver, or wash in a washing machine at the operation.
- Wash the child's and caregiver's hands.
- Not allow a child to wear another child's clothing.

## **Environmental Health**

**The emergency rules require:**

- Adjusting the HVAC system if possible, to allow fresh air to enter the operation.
- Limiting machine washable cloth toys to one person at a time and launder toys before being used by another child.
- Posting signs describing handwashing steps near sinks used for handwashing.

## **Food Preparation**

**The emergency rules require:**

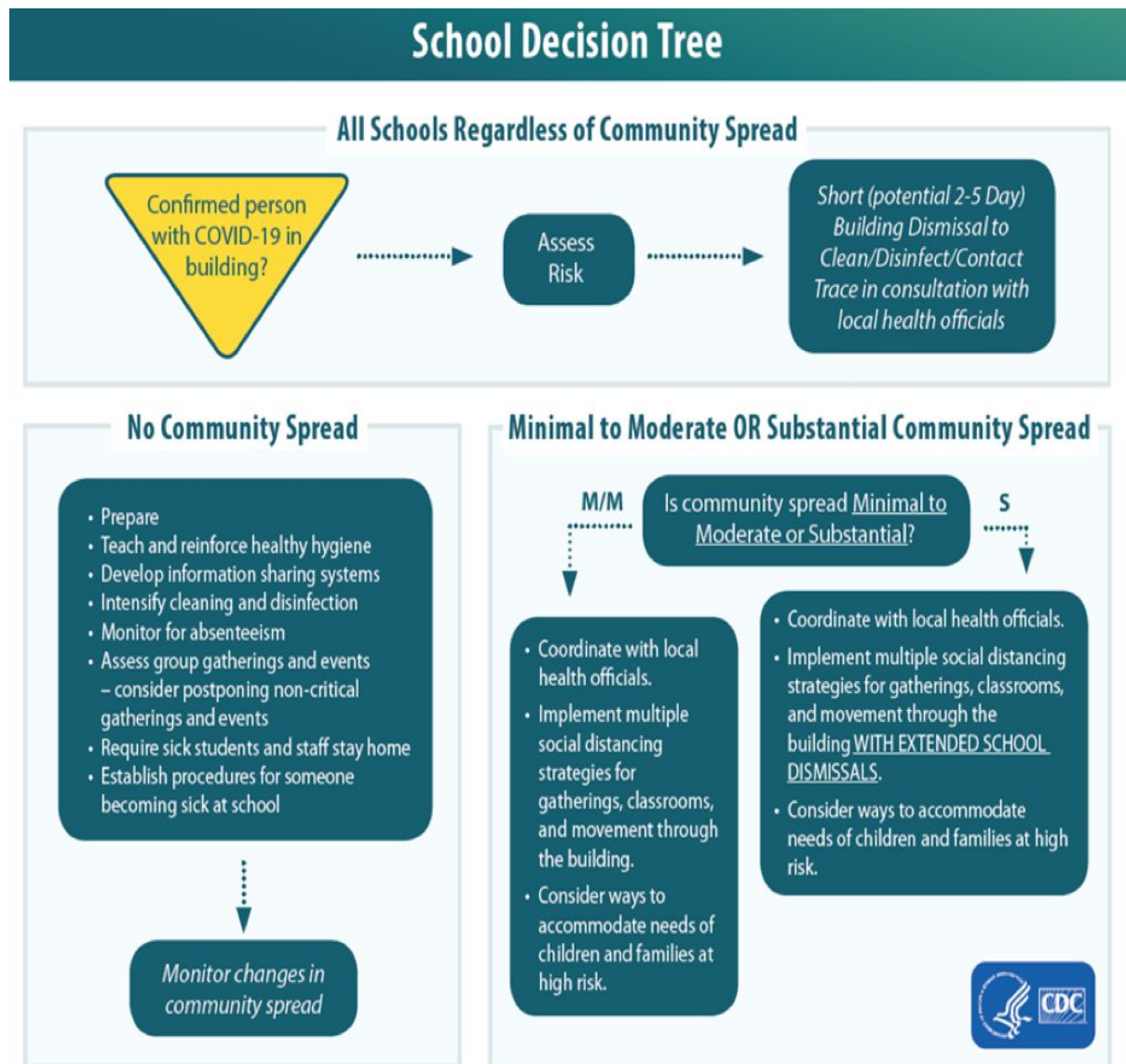
- Having a sink used exclusively for food preparation if your operation prepares food.
- Serving children individual meals and snacks. Family style meals may not be served.

[https://tea.texas.gov/sites/default/files/covid/emergency\\_child\\_care\\_guide\\_for\\_schools\\_4.20.pdf](https://tea.texas.gov/sites/default/files/covid/emergency_child_care_guide_for_schools_4.20.pdf)

# Preparing & Responding to COVID-19

## OUR PROCESS

The District will use the following CDC process chart to help determine which mitigation strategies are appropriate for COVID-19 outbreaks and for individual exposure events within district facilities.



# Responding to Presumptive & Confirmed COVID-19 Cases

## OUR PROCESS

There may be a need for the district to implement short-term closure procedures for a class, campus, or area of the District if it is determined a person with a confirmed case was at the facility. The duration of school dismissals will be made on a case-by-case basis. **The District will implement the following procedures:**

- The nurses will record and report all COVID-19 cases to the Harris County Department of Health. Then notify the Manager of Safety and Risk Management and the Campus Safety Officer.
- Campus principal and Campus Safety Officer will ensure health and safety protocols are followed and appropriate information is shared with the school community.
- The Director of Safety and Security and the Campus Safety Officer will work to initiate the short-term closure procedures.
- Dismiss students and staff for 2-5 days. The district will work to determine the extent of the exposure and spread while working with local health officials. If the spread is determined to be substantial students and staff may be required to stay home 10-14 days.
- All extracurricular activities, field trips, and assemblies will be cancelled during a short-term closure.
- Students and employees will be asked to stay home and self-monitor for any symptoms.
- The District will notify staff, students, and parents of any closures for COVID-19 exposure due to confirmation of a positive COVID-19 test.
- The District will isolate and decontaminate the affected classroom, workplace, vehicle, equipment, etc., as necessary.

**As required by the Americans with Disability Act (ADA) and the Family Education Rights and Privacy Act (FERPA) the district will maintain the confidentiality of students and/or staff members who have tested positive for COVID-19.**

# Return to Work/School Protocols

## STUDENTS and EMPLOYEES

### OUR PROCESS

A student or employee known to have had prolonged close contact with a person who is lab-confirmed to have COVID-19 or experiences any of the symptoms of COVID-19 may not return to school until the end of the 14-day self-quarantine period from the last date of exposure.

#### **Asymptomatic individuals with confirmed COVID-19 can return to school after:**

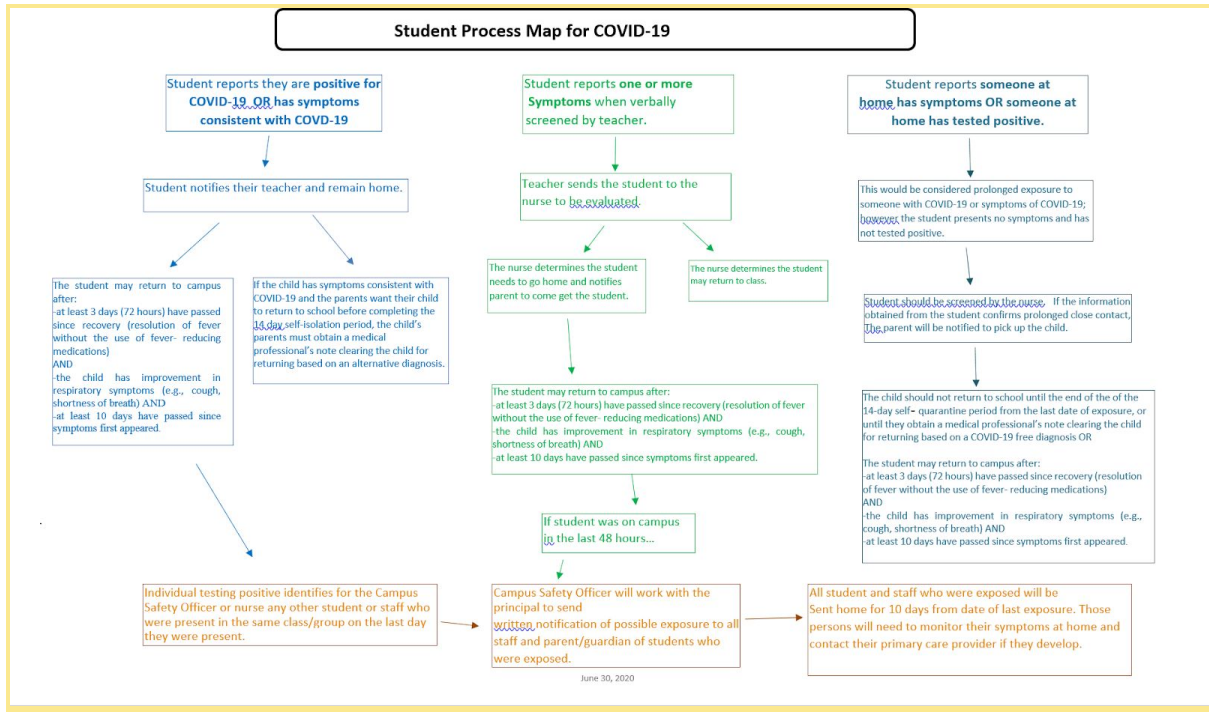
- At least 10 days have passed since the positive laboratory test and the individual remains asymptomatic.
- Asymptomatic individuals who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

#### **Students and employees with new or worsening symptoms may not return to school until:**

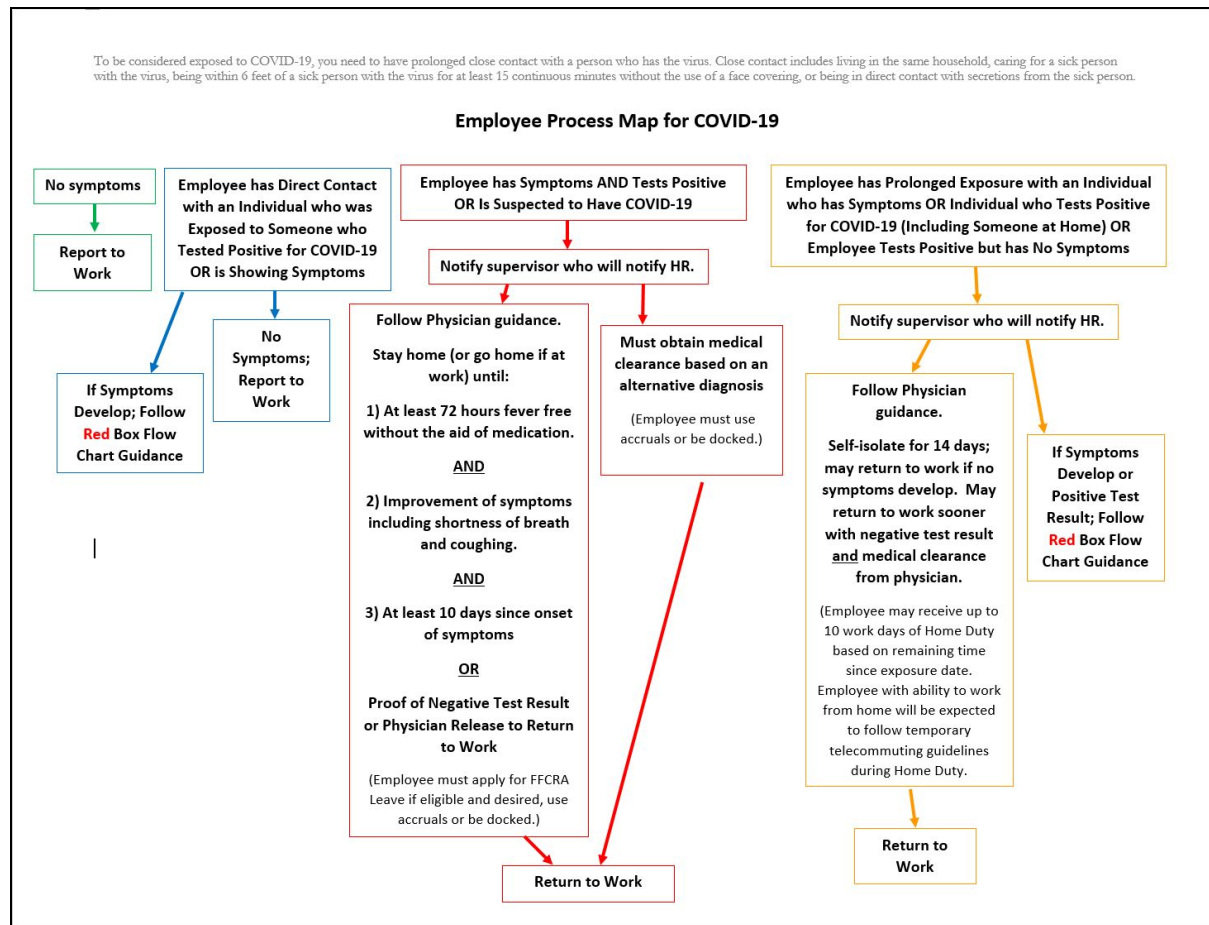
- At least three (3) days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- The individual has improvement in symptoms (e.g., cough, shortness of breath); and
- At least ten (10) days have passed since symptoms first appeared; or
- In the case of a student/employee 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 school until the individual has completed the same three-step criteria listed above; or
- If the student or employee has symptoms that could be COVID-19 and wants to return to school 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.

# Process Map for Presumptive & Confirmed Exposure

## STUDENTS PROCESS MAP



# EMPLOYEE PROCESS MAP





# Attachments - Forms/Letters

- [Template announcing closure](#) (word)
- [Template announcing closure being extended](#) (word)
- [Template announcing remaining open](#) (word)
- [Sample Letter for confirmed COVID exposure\\_staff](#) (word)
- [Sample Letter for confirmed COVID exposure\\_student](#) (word)
- [Sample Letter for presumptive COVID exposure\\_staff](#) (word)
- [Sample for presumptive COVID exposure\\_student](#) (word)

# Index of Toolkit

Included here are posters for use. They include:

- **Facility Signage**
- **Printable Information/PSA Posters**

If you need copies of these posters or have printing support requests, please contact Paul Bryan, SBISD Print Manager.

[larry.bryant@springbranchisd.com](mailto:larry.bryant@springbranchisd.com)



## Feeling Sick?

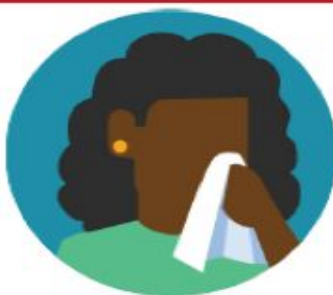
**Stay home when you are sick!**

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**

**Stop-** Self-screen for any of the following new or worsening signs or symptoms of possible COVID-19:

- |  |   |
|--|---|
| <input type="checkbox"/> Cough                                       | <input type="checkbox"/> Sore throat  |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Loss of taste or smell   |
| <input type="checkbox"/> Chills                                      | <input type="checkbox"/> Diarrhea   |
| <input type="checkbox"/> Repeated shaking with chills                | <input type="checkbox"/> Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit |
| <input type="checkbox"/> Muscle pain                                 | <input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19                      |
| <input type="checkbox"/> Headache                                    |   |

# STOP THE SPREAD OF GERMS

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

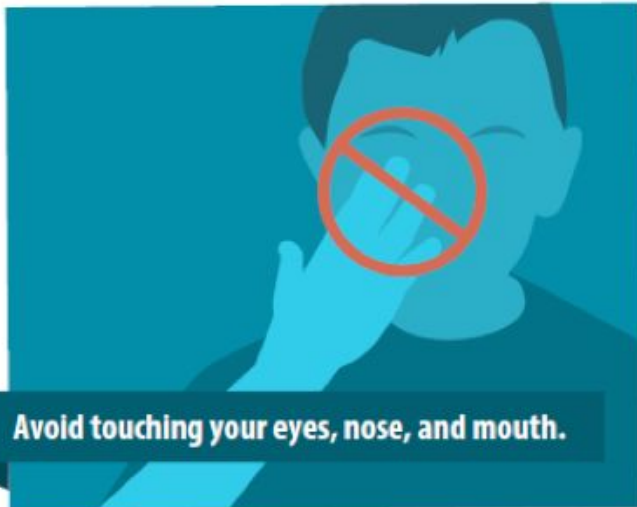
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.





# Help Protect Yourself and Others from COVID-19

## Practice Social Distancing



Stay 6 feet (2 arm's lengths) from other people.

## And Wear a Cloth Face Covering



Be sure it covers your nose and mouth to help protect others.  
You could be infected and not have symptoms.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

Wash your hands with soap  
and water for at least

**20 SECONDS.**

LIFE IS BETTER WITH

**CLEAN  
HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



This material was developed by CDC. The Life Is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.





Hands  
that look  
clean can still  
have icky  
germs!

# Wash YOUR Hands!

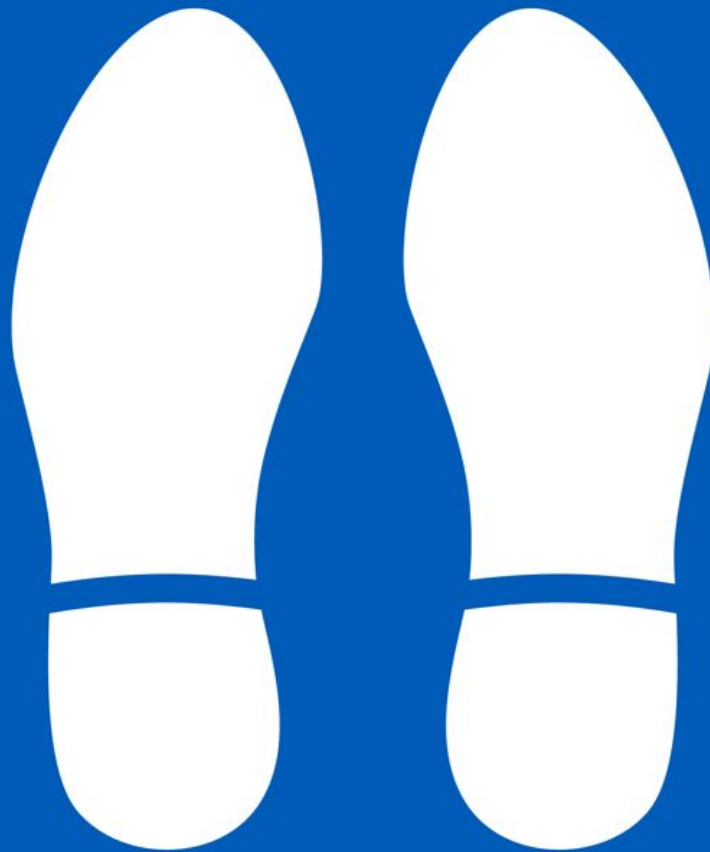


U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



**PLEASE STAND HERE**



**THANK YOU FOR PRACTICING  
SOCIAL DISTANCING**

# CAUTION



**PLEASE SANITIZE THIS AREA  
BEFORE AND AFTER USE.**

In an effort to protect the health  
and safety of our students, staff  
and community, all SBISD  
buildings are closed to students  
and the public.

**FOR ASSISTANCE PLEASE CALL:**

**Randolph Adami**

Director of Safety and Security

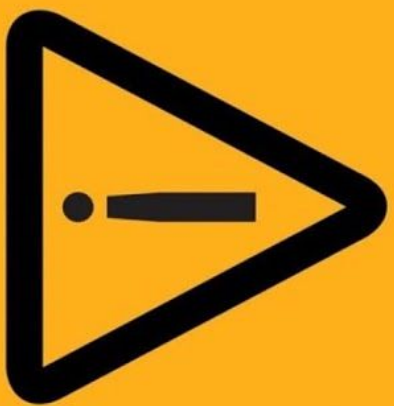
**Ann Fisher**

Manager of Risk Safety

**713-464-1511**

School/office hours at this site:

Thank you for your patience and  
understanding during this public health crisis.



# CAUTION

**PLEASE SANITIZE YOUR HANDS  
BEFORE AND AFTER USE.**





**PRIOR TO ENTERING  
YOU HAVE TO  
SELF-SCREEN  
FOR SYMPTOMS  
OR SIGNS OF  
COVID-10**

# COVER COUGHS & SNEEZES

**Stop the spread of germs that  
can make you and others sick.**



**Cover your mouth  
and nose with a  
tissue when you  
sneeze or cough.**



**If you don't  
have a tissue,  
use your elbow.**



**Wash hands  
often, especially  
after coughing  
or sneezing.**

# CAUTION



**WATER FOUNTAINS ARE  
ONLY TO BE USED TO FILL  
WATER BOTTLES**



# STOP THE SPREAD OF GERMS

**Germs make you and others sick.  
Use these tips to stop the spread.**



**Wash your  
hands often**



**Consider wearing  
a face cover**



**Cover your coughs  
and sneezes**



**Keep 6 feet between  
you and others**



# **WASH YOUR HANDS**

**Always wash your hands with  
soap for at least 20 seconds.**



- 1. Wet your hands**
- 2. Get soap**
- 3. Scrub (20 seconds!)**
- 4. Rinse**
- 5. Dry**

A large, dark red 'X' is centered on the page, serving as a background for the word 'PROHIBITED'.

# PROHIBITED

**DO NOT ENTER**  
**This area is currently**  
**PROHIBITED**  
**from use.**