



# **Como-Pickton CISD**

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## **Safe Return to In-Person Instruction & Continuity of Services Plan**

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**2022-2023**

## Introduction

The safety and well-being of students, staff, and visitors are a priority for Como-Pickton CISD as the district welcomes all students and personnel back for the 2022-2023 school year. Como-Pickton CISD **will not** offer remote instruction for the 2022-2023 school year, so all students will be required to attend school on campus. Como-Pickton CISD will continue practices, protocols, and safety guidelines recommended by the CDC and the Texas Education Agency. The goal is to collaboratively ensure that all students, employees, and visitors in district facilities remain safe and secure to the greatest extent possible. As always, Como-Pickton CISD staff will continue to meet the challenges of COVID-19 with creativity and perseverance.

Many of the safety measures that Como-Pickton CISD implemented during the 2020-2021 school year will continue with guidance from the CDC. The measures we will continue to practice include having access to hand sanitizer stations throughout our facilities and social distancing, when appropriate. The wearing of masks will be optional for both students and staff members.

This Plan is the Como-Pickton Consolidated Independent School District's guidance on the safe return to in-person instruction. Guidance concerning the coronavirus (COVID-19) will be updated every six months as mandated by the Texas Education Agency. The information in these guidelines outlines the current best practices provided by federal, state, and local health officials for mitigating COVID-19 infections in the learning/work environment.

This Plan addresses both staff and student roles as it relates to COVID-19 precautions and responsibilities. The information may be repetitive as some of the same procedures will apply.

## General Guidelines for Students

### ***Health and Student Safety***

The Como-Pickton Consolidated Independent School District will continue to monitor the COVID-19 landscape. Your health and safety remain our top priority. As a result, the District will maintain safety measures that have proved successful in protecting our students and staff. Because COVID-19 has not been totally eradicated, it is important to remember how the virus is transmitted.

### ***Transmission of COVID-19***

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected.

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

### ***Symptoms of COVID-19***

COVID-19 is not the same as the coronaviruses that can cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ( $\geq 100.4^{\circ}\text{F}$ ), muscle pain, sore throat, and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include fever ( $\geq 100.4^{\circ}\text{F}$ ), stomach pain along with diarrhea or vomiting, and, in some cases, a rash, bloodshot eyes, neck pain, and swollen hands, and feet. There is more to learn about how this syndrome affects children.

If someone in quarantine in a household does not have symptoms, other household members do not have to quarantine or isolate.

If someone in isolation has symptoms that could be from COVID or had a positive test result, the family should quarantine for 10 days after their last close contact with that person.

### ***COVID-19 Testing and Vaccinations***

Como-Pickton CISD does not conduct laboratory testing or provide vaccinations for COVID-19. On occasion, the district may allow its facilities to be used as a testing or vaccination site by state or local officials for the benefit of our community. If you are interested in testing or vaccination resources within our community, visit the following websites for more information:

- Texas Department of Health Services - COVID-19 Testing - <https://www.dshs.state.tx.us/coronavirus/testing.aspx>
- Texas Department of Health Services - COVID-19 Vaccination Providers - <https://dshs.texas.gov/coronavirus/immunize/vaccine-hubs.aspx>

### ***Social Distancing***

To the extent practicable, the District will implement social distancing protocols when inside buildings and when transitioning to and from class, during class, and while on the bus. Whenever possible, students should keep a safe (at least three feet) distance from each other.

### ***Face Masks***

CDC guidance has recommended that schools continue to use and layer prevention strategies. Five key prevention strategies include:

- Universal and correct use of masks
- Physical distancing
- Handwashing and respiratory etiquette

- Cleaning and maintain facilities
- Contact tracing in combination with isolation and quarantine

The Governor of Texas has declared that public school districts may not require students, school staff, or visitors to the school to wear a mask. Therefore, the wearing of masks will be optional for everyone unless a new Public Health Order changes the current order. If wearing a face mask, face masks must be appropriate for school and must be non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in the District's dress code policy. (This includes, but is not limited to, vulgar slogans/designs/graphics, profanity, etc.).

### ***Before Arriving at School***

Parents are asked to perform a preliminary COVID-19 and general health screenings of their child(ren) before they depart for school. Students' temperatures will be screened upon arrival at school each day.

### ***Transportation***

Students will be assigned seats, and families from the same household will be assigned seats together. Buses will be cleaned and disinfected on a daily basis after each trip. We strongly encourage parents to transport their child(ren) to and from school to maximize social distancing. Buses will be equipped with cameras to monitor for proper sanitization, social distancing, and contact tracing.

### ***Parent Transportation***

Parents who bring their children to school are asked to remain in their vehicle while dropping off students.

### ***Cafeteria Operations***

Students will be instructed to wash or use hand sanitizer before entering the cafeteria for breakfast and lunch. Cafeteria lines will allow for social distancing. Visitors (including parents) will not be allowed in the cafeteria during meal times.

### ***Classroom Considerations***

Teachers will work to ensure that students keep an appropriate social distance, to the extent practicable. Teachers will monitor the use of shared resources to minimize cross-contamination and promote the use of technology resources to supplement and/or replace interactive activities where reasonable/feasible.

***Accommodations for Students with Disabilities***

Any students who have disabilities will receive the needed accommodations to ensure their safety while they are on campus or attending any campus-related events. ARD, 504, and LPAC Committees will determine the unique needs of the student and make support and service recommendations.

***Common Areas***

The district will post signs and floor markings in common areas to promote social distancing. Students should wash and/or use hand sanitizer when entering/exiting common areas.

***Cleaning and Disinfecting***

The Como-Pickton CISD custodial staff will routinely clean and disinfect surfaces that are frequently touched by multiple people, such as light switches, countertops, walls, handles, etc. Staff members will also disinfect surfaces throughout the day as appropriate.

***Isolation Facility/Health Considerations***

Como-Pickton CISD will implement isolation strategies to separate students that have non COVID-19 illnesses from potential COVID-19 symptoms or illness.

***Dismissal***

Campus staff will implement social distancing to the greatest extent possible while students depart from school and while students wait for parental pick up.

***UIL Extracurricular Activities***

1. If an individual who has been in areas where UIL activities are being conducted is test 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).
2. Upon receipt of information that any teacher, staff member, student, or visitor in an area where UIL activities have been conducted is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services via an online form. The report must be submitted each Monday for the prior seven days (Monday-Sunday).

***Individuals Confirmed or Suspected with COVID-19***

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:
  - at least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - 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.
- In addition to the criteria and processes described above, a student who has been diagnosed with COVID-19 must receive clearance from a physician prior to returning to participation in UIL activities.

### ***Identifying Possible COVID-19 Cases on Campus***

- Como-Pickton CISD will separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Como-Pickton CISD custodial staff will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they meet the clinical definition of a fever..

### ***Close Contact***

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the

case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirmation lab test.

### **Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School or in an Area Where UIL Activities Are being Conducted**

1. If an individual who has been in areas on campus is lab-confirmed to have COVID-19, the school must notify its local health department and TEA.
2. Schools must close off areas that are heavily used by the individual with the lab confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. If a student or staff member is confirmed to have COVID-19, our nurse and campus administration will conduct contact tracing. Only those students and staff who have had “close contact” with the student or staff may be required to quarantine. Parents of all students who attend the campus will be notified that a staff member or student has had a positive result. For confidentiality reasons, no other information will be provided.
4. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any UIL activities. If the person who is lab-confirmed to have COVID-19 participated in a contest against another school(s), the school must notify other school(s) and sports/contest officials involved in the contest.

### ***COVID-19 Symptoms***

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath



- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

### **Performance Areas, Band Halls, Locker Rooms and Other Congregate Settings**

1. Como-Pickton CISD will make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available in these areas.
2. Any equipment that will be kept in student lockers and/or in these areas will be thoroughly cleaned and disinfected each day prior to students accessing these areas. We have developed a plan for managing the storage, cleaning and disinfecting, and redistribution of student equipment.
3. Como-Pickton CISD will identify staff to monitor locker rooms and other areas where students may congregate. When possible, we will open windows and/or doors or otherwise work to improve air flow by allowing outside air to circulate in these areas.
4. It will be optional for students/staff to wear face coverings while inside locker rooms, meeting rooms, training rooms, band halls, and other areas where students may congregate.
5. As part of our overall plan, we have a plan for mitigating the risk of spreading COVID-19 when disinfecting, cleaning, and laundering items such as towels, practice clothes, and uniforms. This plan includes protocols for redistributing these items to students.

### **Practice and Rehearsal Activities**

In addition to the above general guidelines and rules in the UIL Constitution and Contest Rules and UIL manuals and handbooks, the following applies to practice activities:

1. All surfaces in practice areas will be thoroughly disinfected throughout and at the end of each day.
2. Any equipment will be regularly disinfected before, during, and after practice sessions.
3. If provided, food, water or other drinks will be provided in a manner that ensures students are not sharing these items.

## **Game, Contest, and Event Management**

In addition to the above guidelines and rules in the UIL Constitution and Contest Rules and UIL manuals and handbooks, the following applies to games, scrimmages, and events:

### **Teams and Participants**

1. Como-Pickton CISD will follow TEA guidance related to transporting students.
2. Como-Pickton CISD will designate a cleaned and disinfected area for teams to unload and load buses separate from fans, spectators, and other individuals not essential to the team or group.
3. Visiting team/group locker rooms will be cleaned and sanitized before the visiting team arrives. Visiting teams/groups are responsible for cleaning and disinfecting equipment once it is unloaded. Como-Pickton CISD will limit access to these facilities to only students and staff essential for the game, contest, or event.
4. Individuals should self-screen as described in these screening protocols.
5. Fan and spectator areas including bleachers, stands, walkways, and other spectator areas will be at least three feet from team/group areas such as team benches or performance areas. Where distancing is not feasible, other methods will be utilized to slow the spread of COVID-19, such as face coverings, implementing engineered controls such as physical barriers, or other risk mitigation efforts the school deems appropriate.
6. As previously indicated, water or other drinks and/or food may be provided. We will make a reasonable effort to ensure students are not sharing these items.
7. Other areas used by participants should be cleaned and disinfected prior to and after use. We have developed plans for providing access to these areas that limit or remove potential contact between participants and non-participants.
8. Como-Pickton CISD will provide sports and contest officials an area to enter and exit separate from fans when possible. Officials will be provided a dressing and meeting area, if applicable, that has been cleaned and disinfected prior to their arrival.
9. Pregame or pre-event meetings between teams and/or sports and contest officials will be planned to allow appropriate distancing between individuals.
10. Pregame and post-game gestures of sportsmanship will be conducted between teams and sports and contest officials in ways planned to help reduce the risk of spread of COVID-19.

### **Student Groups not directly involved in the game or contest**

Student groups such as bands, spirit teams, drill teams, and other groups approved by

the school district may attend and perform at games or contests in which they are not competing. Schools should consider limiting the number of participants to those essential to the performance.

1. These student groups will remain separate from the game or contest participants at all times. These student groups will avoid mixing with fans or non-group members, as appropriate.
2. Como-Pickton CISD will consider limiting the number of students and staff given access to the playing areas and ensure protocols for entering and exiting the playing areas are in place.
3. Fans and spectators will be located to provide at least 10 feet of distance from bands playing wind instruments from the stands.

### **Spectators, Audiences, Fans, and Media**

Como-Pickton CISD will allow spectators to attend games, contests, or events and will encourage appropriate spacing between spectators according to the following:

1. Como-Pickton CISD will post visible signs and/or messaging stating any individuals who are confirmed to have, suspected of having, are experiencing symptoms of, or have been in close contact with an individual who has been confirmed to have COVID-19 should not enter the facility.
2. Groups should maintain at least three feet of distance from other groups at all times, including the process of admission and seating. A group is defined as no more than 10 people including the members of the household and those persons who traveled together to the facility.
3. Como-Pickton CISD will discourage seating in consecutive rows and will mark off seating to maintain a minimum six feet of distance between groups.
4. Pathways for spectator ingress and egress will be clearly marked and unobstructed.
5. Como-Pickton CISD will provide hand sanitizing stations and/or hand washing stations at entrances and inside the facility.
6. Seating, handrails, and other common surfaces will be cleaned and disinfected prior to each game or contest.

### **Concession Stands and Food Service**

For games, contests, and events that will include concession stands or other food service, the following guidelines apply:

1. Avoid leaving condiments, silverware, flatware, glassware, or other traditional table top items on unoccupied tables or at the counter. When possible, sites should only provide condiments or flatware upon request, and in single use, individually wrapped items.

2. Regularly clean and disinfect the foodservice counters and areas. Clean and disinfect dining areas (tables, etc.) regularly.
3. Limit contact between the individuals involved in foodservice and patrons as much as possible. Have employees and volunteers follow proper food handling protocols.
4. Before each game, schools will follow the screening protocols described above to screen staff, contractors, and volunteers who will be involved in food service prior to events. These individuals should also self-screen as described in these screening protocols.

### ***Coordination with State and Local Health Officials***

Como-Pickton CISD will remain in communication with local health and state officials concerning changes or safety updates pertaining to COVID-19. These changes will be updated (when appropriate) and included in the six-month update to Como-Pickton CISD stakeholders. If questions or concerns arise, please contact a campus principal at (903)488-3671 or email:

James Shaw, Elementary Principal  
 Buck Haynes, Junior High Principal  
 Kelly Baird, High School Principal

[shawj@cpcisd.net](mailto:shawj@cpcisd.net)  
[haynesb@cpcisd.net](mailto:haynesb@cpcisd.net)  
[bairdk@cpcisd.net](mailto:bairdk@cpcisd.net)

## **General Guidelines for Staff**

### **Start of School**

Como-Pickton CISD will begin school on Wednesday, August 17 , 2022. All registered students must attend in person.

### ***Communication Plan***

Campus principals will communicate to their respective staff regarding high-risk areas, increases in PPE requirements, closures of certain buildings or other areas, and other updated federal, state and local guidelines as deemed necessary.

The Texas Education Agency COVID-19 webpage shall be monitored closely by all campus principals to keep abreast of up-to-date information as it relates to health, safety, instruction, finances, etc.

## **Absences**

COVID-19 related absences should be reported to your supervisor as soon as symptoms or exposure occurs. Your supervisor will provide guidance for reporting symptoms/exposure. An employee's accrued state and local leave may be used during the absence. The District will follow board policy DEC for COVID-19 related absences. If an employee tests positive or has symptoms that require the employee to be out longer than the allotted hours, the employee will need to apply for Family Medical Leave and use accrued state and local leave.

## ***Health and Employee Safety***

The Como-Pickton Consolidated Independent School District continues to monitor the progression of the coronavirus. Your health and safety remain our top priority. As a result, the district continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep employees safe.

Health and Safety Protocols include the following:

1. All employees shall self-report a diagnosis or exposure to COVID-19 prior to reporting to work.
2. Employees and students may choose to wear a mask. Masks will be available upon request.
3. All employees will be required to follow CDC recommendations for proper hygiene.
4. All employees will have their temperature screened upon arrival each day.
5. The district may provide work area plexiglass shields, signage, or other barriers to encourage social distancing.
6. The district may provide other appropriate protective gear such as gloves should the need be determined by an employee's job responsibilities. The higher an employee's risk, the greater amount of protection that may be required.
7. The district will provide disinfectant supplies for employee use in their work area.
8. The district will identify, track and notify employees who are exposed to COVID-19.
9. The district will require any employee who is diagnosed with COVID-19 to use available leave (FFCRA, local, or state), as appropriate, during the illness and not return to work until the employee submits a return to work medical release from the treating physician.
10. The district will not allow any employee with known close contact to a person who is lab-confirmed to have COVID-19 to enter a building until the end of the 10-day self quarantine period from the last date of exposure.
11. If you are unable to return to work for any reason as directed, you should contact the HR/Benefit Coordinator to discuss potential leave that may be available to

- you. You should notify your immediate supervisor at your earliest convenience.
12. For your safety at work, all visitors will be subject to the same self-reporting and health screening process before entry into a district facility.

### ***Transmission of COVID-19***

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected.

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

### ***Persons at Higher Risk***

Based on what we know, persons at high risk for severe illness from COVID-19 include people 65 years and older, people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes, people on dialysis, people with liver disease, and people with compromised immune systems.

### ***Symptoms of COVID-19***

The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ( $\geq 100.4^{\circ}\text{F}$ ), muscle pain, sore throat and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

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symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include: fever ( $\geq 100.4^{\circ}\text{F}$ ), stomach pain along with diarrhea or vomiting and, in some cases, a rash, bloodshot eyes, neck pain, swollen hands and feet. There is more to learn about how the disease affects children.

### ***COVID-19 Testing and Vaccinations***

Como-Pickton CISD does not conduct laboratory testing or provide vaccinations for COVID-19. On occasion, the district may allow its facilities to be used as a testing or vaccination site by state or local officials for the benefit of our community. If you are interested in testing or vaccination resources within our community, visit the following websites for more information:

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<https://www.dshs.state.tx.us/coronavirus/testing.aspx>
- Texas Department of Health Services - COVID-19 Vaccination Providers  
<https://dshs.texas.gov/coronavirus/immunize/vaccine-hubs.aspx>

### ***Site Facilitators***

Campus Principals will be responsible for compliance with the following:

- Screening
- Social distancing
- Personal Protection Equipment for Students/Employees/Guests
- Cleaning Supplies (individual use)
- Signage standards
- Entrances, exits, and unidirectional traffic flow for students, staff, and guest/visitor processes
- Other safety procedures and protocols, as deemed necessary

### ***Enhanced Cleaning***

The CPCISD custodial team has a high standard for cleanliness and safety and are committed to upholding those standards with our intensive cleaning process. Enhanced cleaning protocols have been put in place as a result of COVID-19 and are based on current local health and government guidelines.

We will focus on the following high touch services to ensure that the proper disinfection takes place:

- Door knobs/Handles

- Countertops
- Handrails
- Light switches
- Restroom fixtures
- Desks
- Keyboards and mouse
- Phones

Areas of enhanced focus:

- Restrooms
- Offices
- Kitchen/break areas
- Vending machines
- Copiers/printers
- Front desk and lobby areas
- Equipment

Personal area cleaning:

- Desks
- Computer keyboards/mouse
- Phone
- Remote control
- Chair arms
- File cabinet drawer handles
- Personal microwaves, refrigerators, and appliances including coffee machines

We will provide Personal Protective Equipment (PPE) for all district employees, such as:

- Masks
- Gloves
- Hand Sanitizer
- EPA Registered disinfectants

### **Shared Areas**

All staff, students, and visitors will be required to follow established safety protocols:

- Social distancing is recommended when appropriate.
- Optional use of face masks where other social distancing measures are not possible
- Face masks will be available upon entering the building if the employee, student, or visitor does not have one. Hand sanitizer, portable hand sanitizer dispensers,



- spray cleaners, and disinfectant wipes will be available in shared areas.
- Doors in shared areas may need to remain open to avoid multiple persons touching the handles.

### **Social Distancing**

The District will implement social distancing protocols within buildings when appropriate and based on student numbers. Individuals are encouraged to keep a three-foot minimum distance when able.

### **Face Masks**

CDC guidance provides that people should wear face masks in public settings if they have not been fully vaccinated to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. Both student and employee face masks must be appropriate for school and must be non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in the district's dress code policy. (This includes, but is not limited to, vulgar slogans/designs/graphics, profanity, etc.).

### **Restrooms**

Restrooms will be stocked with soap and paper towels. Hand soap will be available in all restrooms. Restrooms will be cleaned regularly throughout the day and at night.

### ***Safety is our Priority***

Como-Pickton CISD is following federal, state, county public health guidelines to ensure the safety of our employees, students, and members of the public.

### ***Employee-Self-Screening***

All employees will be **required** to self-screen before going to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of Breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

- Feverish feeling or a measure temperature equal to or greater than 100.4°F
- Known close contact with a person who is lab-confirmed to have COVID-19.

If running a fever of 100.0° or higher, or feeling ill, please stay at home. Notify your supervisor if you exhibit symptoms of COVID-19 or are diagnosed with COVID-19. Make sure you contact your health provider, if needed.

### ***Staff Who Become Ill During the Workday***

Due to the contagious nature of the virus, all staff should stay informed, practice healthy habits, and avoid sharing equipment when possible to prevent the spread of COVID-19.

If staff develop symptoms of COVID-19 during the workday or are lab-confirmed to have COVID-19, the following steps will be taken to reduce transmission:

- Separate symptomatic staff from others and send them home.
- The school nurse may also send employees home who have been in close contact\* with the symptomatic employee.
- The campus principal will assist with contact tracing to determine other staff or students that may have been exposed to the virus and will inform staff of possible exposure to the virus while maintaining confidentiality.
- The campus principal will contact the custodial supervisor for cleaning/disinfection of the exposed classroom, office, and/or building(s). An evaluation will be conducted to determine if a campus or portion of a building must be shut down. Superintendent will make the final determination.

\*Close contact is defined as: a) being directly exposed to infectious secretions (e.g., being coughed on); or b) being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination.

### ***COVID-19 Contact Tracing Procedures***

Contact tracing is part of a public health process used in response to a confirmed COVID-19 or other infectious diseases. Contact tracing will be conducted by the school nurse in collaboration with the campus principal.

The goal of contact tracing is to maintain a safe work environment and prevent the spread of the infection to protect employees.

## **Confidentiality of Health-Related Information**

Contact tracing is a private process. As part of local, state and federal laws, an employee's personal information may not be released to the public or shared with individuals who may have come in contact with the infected employee. Employees are prohibited from disclosing confidential information about other employees and students.

An outbreak in the workplace often generates employee and public interest. Notification will be provided when the purpose of the notice is to control spread of the infection and protect those who have been potentially exposed.

## ***Lab-Confirmed Case-19 Case Process***

### **Step 1**

#### **Employee Reports Diagnosis to the District**

An employee who has received a lab-confirmed COVID-19 diagnosis must notify their immediate supervisor and the school nurse within 12 hours so they can respond quickly.

### **Step 2**

#### **School Nurse Communicates with the Reporting Employee**

The school nurse will communicate with the employee to review the following:

- Direct the employee to not return to work
- Confirm demographic information
- Confirm last onsite visit to a district location
- Identify other employees who potentially may have been exposed within two days before symptoms began
- Provide information on isolation requirements and return to work protocols

### **Step 3**

#### **School Nurse Contacts Potentially Exposed Employees**

The school nurse contacts potentially exposed employees within 24 hours to review the following:

- Direct the employee not to return to work
- Inform the employee of possible exposure
- Confirm demographic information
- Confirm last onsite visit to a district location
- Provide employee with information on quarantine requirements and return to work protocols

## Step 4

### **Campus Principal/Supervisor Contacts Custodial Department**

Custodial department will provide within 24 hours an intensive cleaning with an industrialized germ spray to exposed areas by completing the following:

- Assess the area(s) exposed and create a disinfecting plan
- Make a recommendation to the superintendent regarding the need to close a facility or building for cleaning and disinfecting purposes
- Disinfect the employee workspace and common areas

### ***Close Contact Defined***

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within three feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirmation lab test.

### ***Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School or in an Area Where UIL Activities Are being Conducted***

1. If an individual who has been in areas on campus is lab-confirmed to have COVID-19, the school must notify its local health department and TEA.
2. Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. If a student or staff member is confirmed to have COVID-19, our nurse and campus principal will conduct contact tracing. Only those students and staff who have had “close contact” with the student or staff will be required to quarantine. Parents of all students who attend the campus will be notified that a staff

member or student has had a positive result. For confidentiality reasons, no other information will be provided.

4. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab confirmed COVID-19 case is identified among students, teachers, or staff who participate in any UIL activities. If the person who is lab-confirmed to have COVID-19 participated in a contest against another school(s), the school must notify other school(s) and sports/contest officials involved in the contest.

### ***Return to Work Requirements***

#### **Staff with a confirmed COVID-19 diagnosis may not return to work until:**

- At least 24 hours have passed since recovery, which is defined as:
  - No longer having a fever (<100.4° or higher) without the use of fever reducing medicine like Advil, Tylenol, or Aspirin), and
  - Significant improvement of your other symptoms (cough, sore throat, headache, etc.), and
- At least 10 days have passed since symptoms first appeared, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis.

#### **Staff with symptoms of COVID-19 who have not been tested or evaluated by a medical professional are assumed to have COVID-19.**

#### **Staff with symptoms of COVID-19 may not return to work until:**

- The same criteria listed above has been met, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis, or
- They have a negative COVID test result submitted to the School Nurse (COVID-19 Coordinator) plus symptoms have improved

#### **Staff exposed to persons known to be lab-confirmed for COVID-19 may not return to work until:**

- The end of the 10-day quarantine period from the last date of exposure.

Como-Pickton CISD will remain in communication with local health and state officials concerning changes or safety updates pertaining to COVID-19. These changes will be updated (when appropriate) and included in the six-month update to Como-Pickton

CISD stakeholders. If questions or concerns arise, please contact a campus principal at (903)488-3671 or email:

Jim Shaw, Elementary Principal  
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