

# **Wolfe City Independent School District**

# In-person Instruction and Continuity of Services COVID 19 Plan 2022-2023

Latest Guidance- This plan is fluid and may change based on school board, the Governor, Local Judge, the Texas Education Agency, and/or other authority to shut down a school

In collaboration with: CDC | TDSHS | Governor Abbott's Re-opening Texas Plan

If you have difficulty accessing the information in this document because of disability, please contact the Administration Office at 903.496.2112.

Revised 8/24/22

Reviewed with WCISD School Board July 18, 2022

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# Letter from Anthony Figueroa

As we head into the 2022-23 school year, I cannot wait to spend time with the best students and staff in the Great State of Texas. WCISD continues to lead the way caring about students, parents, staff, and community.

WCISD's In-Person Instruction & Continuity of Services Plan provides details about procedures and recommendations outlined by the Texas Education Agency with regard to mitigating the spread of COVID-19 in public schools. Our top priority is the well-being of students, staff and visitors. We are also committed to the district's Mission to wholly develop each individual student - mentally, physically, spiritually and socially - to full capacity, so that all students may be able to develop thinking skills, to acquire and apply knowledge and to create within themselves, a sense of self-worth and self-discipline. This handbook includes guidance on the following:

- Parental and public notices;
- · Practices to prevent the virus from entering the school;
- · Practices to respond to a test-confirmed case in the school; and
- · Practices to mitigate the spread of COVID-19.

Please note that our handbook is subject to change based on CDC guidance and executive orders. As guidelines and orders change from local, state and federal authorities, Wolfe CIty ISD will adjust, but rest assured, our focus will always remain on doing what is best for students and staff.

Sincerely,

I look forward to seeing each of you as we begin this journey together in 2022-23.

Anthony Figueroa

Wolfe City ISD Superintendent

#### **Public Health Considerations**

The virus that causes COVID-19 can infect people of all ages, which is why Wolfe City ISD does everything feasible to keep students, teachers, staff and community members safe. Research from the Centers for Disease Control (CDC) has found that while children can be infected by COVID-19 and severe outcomes have been reported, relatively few children with COVID-19 are hospitalized or have severe symptoms. The American Academy of Pediatrics notes that COVID-19 risks must be balanced with the need for children to attend school in person, given that lack of physical access to school leads to a number of negative consequences, placing, "children and adolescents at considerable risk of morbidity, and in some cases, mortality."

While it is not possible to eliminate all risks of furthering the spread of COVID-19, WCISD will utilize current science to take every step possible to significantly reduce the risks to students, teachers, staff and their families.

The following changes have been made to the 2022-23 protocols:

- Lunch rotations at the Elementary campus will overlap, meaning that two grade levels maybe in the cafeteria eating their lunches at the same time.
- Water fountains turned back on. New water fountains (refillable bottle stations) have been installed at the High School commons, in front of the Wasson Center, inside the MS Gym Foyer, and at the main and side restroom areas of the Elementary School; students encouraged to bring a clear water container.
- Additional hand blow dryers have been installed at the High School campus.

# **WOLFE CITY INDEPENDENT SCHOOL DISTRICT**

2022- 2023 School Year Calendar

2022- 2023 School Year Calendar														
July 2022					Wolfe City ICD		January 2023							
S	M	Т	W	Т	F	S	Wolfe City ISD	S	M	T	W	Т	F	S
					1	2	505 W. Hanna St.	1	2	3	4	5	6	7
3	4	5	6	7	8	9	Wolfe City, TX 75496	8	9	10	11	12	13	14
10	11	12	13	14	15	16	903.469.2112 (Fax) 903-496-7905	15	16	17	18	19	20	21
17	18	19	20	21	22	23	Elementary School: 903.496.2032	22	23	24	25	26	27	28
24	25	26	27	28	29	30	ES Start/Stop Bell times: Hrs. 7:50am-3:25pm	29	30	31				
31							Middle School: 903.496.7333							
							MS Start/Stop Bell times: Hrs. 7:55am-3:30pm							
		Au	gust 2	022			High School: 903.496.2891			Feb	ruary	2023		
S	M	Т	W	Т	F	S	HS Start/Stop Bell times: Hrs. 8am-3:35pm	S	M	Т	W	Т	F	S
	1	2	3	- 4	5	6	Important Dates				1	2	3	4
7	8	9	10	11	12	13	July 18-28: Elementary Jump-Start 2022	5	6	7	8	9	10	11
14	15	16	17	18	19	20	July 27-28: New Teacher Training	12	13	14	15	16	17	18
21	22	23	24	25	26	27	August 1: All Staff return	19	20	21	22	23	24	25
28	29	30	31				Aug. 9: First Day of School	26	27	28				
							Sept. 5: No School - Labor Day							
							Oct. 10: No School - Columbus Day							
		_		2022			Nov. 21-25: Thanksgiving Break				rch 2	_	_	
S	М	Т	W	Т	F	S	Dec. 19 - Jan. 6: Christmas Break	S	M	Т	W	T	F	S
				1	2	3	Jan. 16: No School - MLK Day				1	2	3	4
4	5	6	7	8	9	10	Feb. 20: No School- Presidents' Day	5	6	7	8	(9)	10	11
-11	12	13	14	15	16	17	Mar. 13-17: Spring Break	12	13	14	15	16	17	18
18	19	20	21	22	23	24	April 7: No School- Good Friday	19	20	21	22	23	24	25
25	26	27	28	29	30		May 25: Last Day of School for Students	26	27	28	29	30	31	
		0.4		2000			May 26: Last Day of School for Teachers					00		
			ober 2	2022			June 5-19: Summer School 2023				pril 20			
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2	3	4	5 12	13	7	8	Dec 6- Dec 10: Retest for HS EOC Apr 3-6: STAAR Gr 5,8, HS English I/II	2	10	4	5 12	13	44	8
9	17	11	19	20	14 21	15 22	May 8-19: STAAR Gr 5,8, HS English I/II	9 16	17	11	19	20	14 21	15
23	24	25	26	27	28	29	Jun 20-23: STAAR retakes Gr 5,8, & HS EOC	23	24	25	26	27	1887	29
30	31	25	20		20	29	Juli 20-23. 31 AAR Tetakes Of 5,6, & H3 EOC	30	24	20	20	21	A694	25
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6	7	8	9	10	11	12	Key	7	8	9	10	11	12	13
13	14	15	16	17	18	19	Semester Exams Early Release (1pm)	14	15	16	17	18	19	20
20	21	22	23	24	25	26	Student and Staff Holiday	21	22	23	24	1/25	26	27
27	28	29	30				All Staff In-Service - Student Holiday	28	29	30	31	~~~		
-							Bad Weather Make-up day				-			
December 2022					End of Nine Weeks	June 2023								
S	M	Т	W	Т	F	S	***	S	M	Т	W	Т	F	S
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# **PROVIDE NOTICE: Parental and Public Notices**

All Texas public schools are required to provide parents a summary of the plan that will be followed to mitigate COVID-19 spread in schools based on the requirements and recommendations outlined in the Texas Education Agency's SY 22-23 Public Health Planning Guidance document.

This WCISD handbook was developed in consultation with teachers, staff and parents, and contains required notices on the following pages. Wolfe City ISD provides this handbook, updated in real-time on a weekly, daily, and sometimes hourly basis, depending on local, state, and federal guidance.

Wolfe City ISD sought feedback from parents, staff, and students on the following dates:

Campus Leaders – May 20, 2021

Parents/Community/Teachers – May 21, 2021

Stakeholders – May 25, 2021

School Board – June 7, 2021

District Committee – December 6, 2021

Campus Leaders – July 18, 2022

School Board - July 18, 2022

Adjustments may be made as a result of the input from teachers, staff, administration and parents.

# PREVENT: Practices to Prevent the Virus from Entering the School

The prevention practices outlined on the following pages are designed to significantly reduce the likelihood that a coronavirus outbreak occurs on campus. Consistently implementing recommendations of the CDC, health department and Texas Education Agency to the extent feasible is the best way to reduce the potential negative impact of infection.



#### Visitor Access/Screening/PPE Requirements

Visitors are required to self-screen for fever or COVID-19 symptoms before coming onto a WCISD facility. If they themselves have COVID-19 symptoms or are test-confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry as noted below.

- Any visitor who is diagnosed with COVID-19 will be required to meet readmission criteria.
- Volunteers who have been cleared will be allowed on campus to assist with essential functions.

#### **Health Clinic Guidelines**

Each campus will designate a well area and a sick/isolation area to minimize cross contamination. Each area will be cleaned and disinfected on a consistent basis. Any student feeling feverish or experiencing COVID symptoms will be sent to the isolation area for temperature and symptom screening.

Students will be required to visit the clinic for assessment before calling parents to be picked up. It is very important that school nurses know the reason a student is being sent home ill. This will aid in keeping everyone as safe as possible. WCISD district nurse: Candy Smith at <a href="mailto:smithc@wcisd.net">smithc@wcisd.net</a> or 903.496.9395.

#### Off-Campus Student Events

WCISD will participate in off-campus events without restrictions as long as the COVID count remains low within the campus and/or within the area being visited. Special performances and off campus field trips will be allowed after approval by administration.

WCISD will continue to pursue virtual activities in lieu of field trips, assemblies and special performances when campus levels of COVID-19 are high.

When participating in off-campus, school-sanctioned activities, students will follow all on-campus, in-person protocols and requirements.

#### **On-Campus Events**

Typical parent meetings, such as meet-the-teacher, open houses, parent conferences, etc. will adhere to all required safety protocols that are currently in place.

Any extracurricular activities, including campus club meetings, that are approved to be held on campus will adhere to all safety protocols that are currently in place.

# RESPOND: Practices to Respond to a Test-Confirmed Case in the School

The response practices outlined on the following pages are in accordance with applicable federal, state and local laws. WCISD will continue to notify the local health department, WCISD staff and the Texas Department of State Health Services upon receipt of information that there has been a test-confirmed COVID-19 case on campus.

#### Screening, Isolation and Return to Campus After Exposure

Parents are required to screen their student(s) for fever or COVID-19 symptoms before coming onto campus. If they have COVID-19 symptoms or are test-confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry as noted below.

Students, staff or household members with the following symptoms, not related to a current known health condition, will not be allowed to enter campus:

Feeling feverish or a measured temperature greater or equal to 100.0

- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Fatigue
- Congestion/runny nose
- Nausea or vomiting

If a student fails screening, a medical doctor's note or other appropriate documentation will be required to return to campus.

All students, staff and visitors who become ill while on campus will be immediately isolated, and the area will be disinfected.

Teachers and staff are required to self-screen for fever or COVID-19 symptoms before coming onto campus each day. Teachers and staff must report to their supervisor if they themselves have COVID-19 symptoms or are test-confirmed with COVID-19, and, if so, they must remain off

campus until they meet the criteria for re-entry as noted below. Additionally, teachers and staff must report to the school system if they have had close contact with an individual who is test-confirmed with COVID-19. (See below for reporting protocols)

#### **Known Exposure**

Vaccinated students/staff with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine.

Quarantine is no longer required for students or staff who are exposed to COVID-19 except. Students and staff who were exposed to COVID-19 should follow recommendations to wear a well-fitting mask and get tested. Students and staff, per Governor Abbott's executive order, are NOT required to wear masks in public schools. Parents should consider masking and/or testing for a classroom in which a student was recently exposed who is unable to consistently and correctly wear a mask.

Quarantine is a key component to Test to Stay programs. Since quarantine is no longer recommended for people who are exposed to COVID-19 except in certain high-risk congregate settings, Test to Stay (TTS) is no longer needed. Wolfe City ISD will not longer continue COVID-19 testing students or staff.

#### 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
- Adults-being within six feet for a cumulative duration of 15 minutes. (unmasked or masked)
- Students- being within 1-3 feet for a cumulative duration of 15 minutes. (unmasked or masked)
- Individuals are presumed infectious at least two days prior to symptom onset or, in the
  case of asymptomatic individuals who are test-confirmed with COVID-19, two days prior
  to confirming lab tests.

If diagnosed with COVID-19 either by a positive test or assumed positive based on symptoms, the following criteria must be met to return to a WCISD facility:

- At least 24 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 5 days have passed since symptoms first appeared or if asymptomatic 5 days from test date

Parents and staff are required to report ALL positive COVID-19 cases or if had Known Exposure to COVID-19 using the Health Services Reporting Form. For any questions please contact Nurse Candy Smith at <a href="mailto:smithc@wcisd.net">smithc@wcisd.net</a>

https://dshs.texas.gov/IDCU/health/schools childcare/Communicable-Disease-Chart-Schools-and-Childcare-Centers-072922.pdf

If the individual has symptoms that could be related to COVID-19 and wants to return to work or school before completing the above self-isolation period, the individual must either

- Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis, or
- Return a lab test negative for COVID-19.

If the individual has tested positive for COVID-19 and believes the test was a false positive 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, though for health privacy reasons the note does not need to indicate what the alternative diagnosis is, or
- Obtain two PCR acute infection tests (at a physician's office, approved testing location, or other site) at least 24 hours apart that come back negative for COVID-19.

Results from a COVID-19 test administered at home will be accepted under the following conditions:

- Testing must be done following the manufacturer's instructions.
- The student's name and current date must be written on the test.
- The parent will email a picture of the current test to the campus RN.
- Staff applying for COVID leave benefits must have a lab administered test to qualify for benefits.

# MITIGATE: Practices to Mitigate the Spread of COVID-19 Inside the School

The mitigation practices that follow utilize best practices and current research in lessening the spread of COVID-19. WCISD will implement health and hygiene practices with fidelity.

#### **COVID-19 Color Levels**

WCISD has implemented a tricolor level system to alert families of location-based safety measures. If a color level is enacted for their student's campus, families will receive a notification detailing yellow- or red-level restrictions. See the Color Level Chart.

If a school is at Level Yellow or Level Red, a message will appear as a pop-up on the district website. No message will appear if the school is at Level Green.

Activities	Level Green	Level Yellow	Level Red		
	0-2.0%	2.1%-3.3%	3.4% or above		
	No limit on audience or	No limit on audience or spectators     Social distancing	Limit capacity for both indoor and outdoor		

Field Trips	• Allowed	Allowed with masks recommended and social distancing when possible	Outdoor field trips allowed     Social distancing required (including transportation)
Out of District Travel	• Allowed	Allowed with masks recommended and social distancing when possible	Possible with approval     Exceptions could include travel for UIL events
Visitors	All visitors will be asked to show their ID to be checked into the Raptor Visitor Management system if needing to enter the school. Appointments required	All visitors will be asked to show their ID to be checked into the Raptor Visitor Management system if needing to enter the school. Appointments required.     No direct exposure to staff or students allowed	Only essential visitors are allowed at campus or in district facilities  All visitors will be asked to show their ID to be checked into the Raptor Visitor Management system if needing to enter the school.  Appointments required.  s (DSHS) and the

nunt county health Department, as well as executive orders or directives from the Office of the Governor, to determine the mandatory use of face coverings.

The district will alert students, parents/guardians and staff when face coverings must be worn.

For more information, visit the <u>Hunt County COVID-19 Health Guidance for the Public.</u>

A facemask will be placed on any student exhibiting respiratory symptoms to prevent droplet transmission during close contact.

# Disinfecting and Hand Sanitizing

There will be frequent cleaning and disinfecting of high-touch areas, such as desks, light switches, door handles, computers, bathrooms, health clinics, etc., utilizing EPA-approved disinfectants for COVID-19.

Per CDC guidance, WCISD will employ more frequent deep cleaning during moderate to high COVID activity.

WCISD will immediately clean any areas used by an individual who shows COVID-19 symptoms.

# **HOW TO USE HAND SANITIZER**





- Hand sanitizer stations are located in every classroom and by elevators, entrances and high-traffic areas.
- Students and staff are encouraged to properly use hand sanitizer upon entering and leaving the building, before and after use of communal items or areas such as elevators, stairwells and lounges, and when entering the classroom.
- Elementary teachers will be encouraged to supervise student handwashing for at least 20 seconds throughout the day, including after using the restroom.
- Secondary students will be encouraged and provided reminders to wash hands at least two times a day, after using the restroom and before eating.
- Consider removal of soft and porous materials, such as shag type area rugs and seating.

# Special Considerations for Students with Respiratory Health Conditions

- Use of aerosolized medication will be avoided if possible, as they spread respiratory droplets.
- Inhalers with spacers will be used to treat asthma whenever possible.

- Students experiencing ongoing asthma-type symptoms will be encouraged to stay home and seek medical care.
- Asthma management training will be provided to families as needed.

#### Special Considerations for Students with Special Needs

- Students will be provided with instruction and reinforcement on wearing a facemask and/or shield upon request of parent.
- Due to the varied needs of students with special needs, it may be impractical to enforce the wearing of a face covering.
- Manipulatives that children have placed in their mouths should be set aside until they
  are cleaned by hand by a person wearing gloves.
  - Clean with water and soap, rinse, sanitize with an EPA-registered disinfectant, rinse again and air-dry.
  - May be cleaned in a dishwasher.
  - Enough manipulatives should be available so they can be rotated between cleanings.
- Face shields, gloves, and masks will be provided to staff upon request if they are unable to socially distance, i.e., feeding students, diaper changes, hand-over-hand instruction, etc.
- Staff will wash hands prior to diapering, wear gloves and wash hands immediately following changings.
- Surfaces used to change students should be cleaned by a district-approved disinfectant.
- If staff are working closely with a student and there is a possibility of fluid contamination, an isolation gown should be worn.
- Staff are encouraged to protect themselves by wearing an over-large, button-down, long-sleeved shirt.
- Staff with long hair will wear it up, off the collar, in a ponytail or other up-do.
- Staff should wash their hands, neck and anywhere touched by a child's secretions.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Students will be monitored when utilizing hand sanitizer.

# **Communicable Disease Monitoring**

- There will be collaboration between nurses, data clerks and attendance clerks to record symptoms when students have called in sick.
- Upon notification of a positive case, Health Services will provide return guidance and ask assistance in obtaining a list of close contacts.
- Health Services must provide return-to-school clearance before the individual is allowed back on campus.
- WCISD will maintain ongoing monitoring of local, national and global health trends.

- WCISD will follow up-to-date communications from DSHS, CDC, TEA and the Office of the Governor regarding community-specific communicable disease concerns, planning and interventions.
- Updates to this handbook will be made accordingly.

#### **Other Excludable Conditions**

Wolfe City ISD will continue to follow all Board policies and Texas Department of State Health Services and local guidelines concerning communicable disease reporting and exclusion from school. Refer to 25 Tex. Admin. Code § 97.7 for further information.

## **Notifications**

- If an individual who has been in a classroom is test-confirmed to have COVID- 19, parents, teachers and staff of that classroom will receive notification via Text message through the ThrillShare messaging.
- Parents and staff must ensure that WCISD has a correct phone number on file.
- For those individuals who have had close contact with an individual who is test-confirmed to have COVID-19, additional notification will be sent, along with instructions about self-monitoring or required quarantine.
- Health Services will contact the local health department for any presumed or positive COVID-19 case.

# **Classroom Configurations and Procedures**

- Classroom manipulatives that will be shared amongst students will be cleaned frequently. As feasible, each student will be assigned his/her own supplies.
- Supplies that must be shared will be made of easily cleanable surfaces and disinfected between uses, e.g., calculators or hand sanitizer will be utilized prior to use.

#### Common Areas

• Used tissues will be thrown in the trash, and hands will be washed immediately with soap and water for at least 20 seconds, or hand sanitizer will be used.



#### **Water Fountains**

- Water fountains will be on for use.
- Students are encouraged to bring a clear water container to school each day with their name clearly marked on it. Each campus has several water fountains that have been retrofitted with bottle-filling stations for student and staff use.

#### Ventilation

- All HVAC systems continue to have frequent and timely maintenance.
- Highest level of recommended HVAC filters are being used.
- HVAC systems run at maximum outside airflow before and after the building is occupied.
- Buses run with windows open as long as weather permits.

#### **Transportation**

Bus transportation is provided for Special Education students when required by the students ARD and IEP. All general education students will be provided transportation if eligible from the designated transportation areas to each campus.

Transportation is not guaranteed to your school of choice if you do not reside in a designated transportation area for that campus.

- Parents are required to screen their student for fever and COVID-19 symptoms prior to students entering the bus. Based on the exclusion criteria listed in this document, parents are to notify dispatch and campus if a student is ill.
- Seats will be numbered and assigned to students.
- Buses will be loaded from back to front and unloaded front to back.
- Required Bus Sanitation Guidelines:
  - o Bus drivers will use an EPA-approved disinfectant on frequently touched surfaces after each morning run, each afternoon run, and as needed.
  - Buses will be disinfected using the EPA-approved antimicrobial misting system on a rotating basis, based on manufacturer specifications.

## Student Meals: Breakfast & Lunch

WCISD is encouraging cashless payments. To make payments, view menus, or make meal applications, visit <u>Cafeteria Department Website</u>. During times of increased COVID, campus meal service <u>may</u> employ the following:

- Meal service inside the classroom
- Computerized kiosk systems for grab-n-go food service
- Hands-free transactions using ID badges

#### Recess

- Use of playground equipment is permitted. Use of hand sanitizer before and after use is required.
- Campuses will limit the number of students per recess group by creating a staggered schedule.
- Teachers will monitor students to ensure safety guidelines are followed.
- Movement and brain breaks will be implemented as needed, at the discretion of the campus/teacher.

## Specials

- Classroom manipulatives that will be shared amongst students will be cleaned frequently. As feasible, each student will be assigned his/her own supplies.
- Equipment will be disinfected frequently.

# Student Social, Emotional, and Mental Health

WCISD counselors are available to support students academically, socially and emotionally. Counselors are prepared and ready to provide mental health support and resources for families who are in need. These services may be provided virtually or face-to-face. Wolfe City ISD has a partnership with Children's Telehealth Services that provides families with free or low-cost, face-to-face and telehealth services.

In addition to providing individual and group counseling, the Guidance and Counseling Department also provides behavioral health and wellness-based classroom guidance lessons for all students. In addition, starting in August 2022, Wolfe City ISD will be providing a Parent University monthly program to dive into student wellness issues as well. These lessons include the following:

- Communication
- Bullying/Cyberbullying Prevention/Harassment
- Suicide Prevention/Mental Health Safety
- Digital Safety
- Human Trafficking
- Health and Wellness
- Drug/alcohol/tobacco/vaping awareness & prevention
- Violence Prevention/Conflict Resolution
- College, Career, and Military Readiness (CCMR)
- Summer Engagement

# **Employee Wellness**

WCISD offers health and wellness resources for employees in the following ways:

- WCISD Wellness Program
- Wednesday After-school exercise program
- Programs offered by independent healthcare professionals
- WCISD Employee Health Fair

For vaccine information, go to <a href="https://www.vaccines.gov/search/">https://www.vaccines.gov/search/</a>

# COVID 19 Quarantine/Shut Down Or Mandated State Remote Learning

- Wolfe City ISD has 1:1 capability. Each student will have the opportunity to use a district Chromebook for the school year. The User Agreement must be signed - Computers must be returned in like condition or payment must be made for missing or damaged Chromebooks.
- Wolfe City ISD has mobile hotspots for students who do not have wi-fi capabilities at home. Devices may be checked out during the period a student is required to be learning remotely.
- Grades prek-12 -Students will be required to log into class daily with their teacher at the normal class time- real time instruction will occur via online (zoom) meeting.
- GRADING AND ATTENDANCE (90%) rule will apply- all assignments given in face to face
  must be completed by those entering the classroom remotely. Failure to complete
  assignments or be in attendance will result in failing grades.
- Texas Essential Knowledge and Skills (TEKS) will be covered following the TEKS resource systems scope and sequence.
- STAAR testing will occur in-person.