

Carthage ISD COVID Protocols for Face to Face Instruction August 5, 2020

[Attendance](#)

[Identification Response Protocols](#)

[Health and Hygiene: Cleaning Protocols](#)

[Health and Hygiene: Face masks](#)

[Health and Hygiene: Instruction](#)

[Health and Hygiene: Hand Sanitizer](#)

[Health and Hygiene: Handwashing](#)

[Prevention Protocols](#)

[Required Postings](#)

[Required Training](#)

[Response to Confirmed COVID Case](#)

[Social Distancing: Large Groups](#)

[Social Distancing: Lunch and Breakfast](#)

[Social Distancing: Student and Teacher Groups](#)

[Transportation](#)

[Visitors](#)

Information about COVID to Community from TEA

<https://tea.texas.gov/sites/default/files/covid/covid19-SY-20-21-Public-Health-Guidance.pdf>)

“Research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19 and some severe outcomes have been reported in children, relatively few children with COVID-19 are hospitalized or have severe symptoms.”
(TEA, July 7 2020)

These guidelines represent steps schools can take to significantly reduce the risks to students, teachers, staff, and their families.

School systems ***should consider*** stringently applying recommended practices to adults on campuses, even when it might not be feasible to do so for students, to more fully protect adult teachers and staff who are generally at greater risk from COVID-19 than students.

Required Postings

Due August 5, 2020

- **What** - a summary of the plan they will follow to mitigate COVID-19 spread in their schools based on the requirements and recommendations outlined.
- **Where** - Summary should be placed on the school system homepage or another easily found area on the system website.

Required Training

- **REQUIRED** - School teachers and staff should be trained specifically on the protocols outlined in this document and the practices adopted by their school system.
- **OPTIONAL** - Texas Agri-Life Extension offers a free online course on Special Considerations for Infection Control During COVID-19 (2hrs). This optional course for CISD employees is intended for frontline childcare workers, but the principles of the course apply equally to those working in school settings.

Attendance and Enrollment

- Students **MUST** have 90% attendance in order to earn credit.
- Students can be enrolled in either Face to Face Learning or At-Home-Learning instruction.
 - Face to Face (F2F) Learning is an on campus instructional setting in which students participate in live instruction on campus while following a traditional schedule.
 - At-Home-Learning (AHL) is a combination of remote asynchronous and remote synchronous instruction in which students complete learning activities through either Google Classroom or Zoom Meetings.
 - **Remote Asynchronous** - instruction that does not require the instructor and student engaged at the same time.
 - **Remote Synchronous** - two-way, real-time/live, virtual instruction between teachers and students when the students are not on campus.
 - Students who wish to participate in any or all extracurricular activities are required to be enrolled in Face to Face (F2F) learning.
- Daily attendance is counted through daily Face to Face instruction or daily participation in At-Home Learning.
 - Truancy laws will be enforced for students who have excessive absences.
- Parents who select At-Home-Learning are expected to ensure that their children engage in At-Home-Learning activities and complete assignments each day.
- Students enrolled in Face to Face instruction can participate in At-Home-Learning instruction when they are sick and unable to attend school.
- Students who are quarantined from school are expected to attend school through At-Home-Learning instruction.
- Parents must select the At-Home Learning or Face to Face learning model for their child by July 29, 2020.
- Parents may change their mode of instruction (AHL or F2F) at each 6 weeks grading period.

Food Service

If schools are open for Face to Face instruction, food service will only serve meals to students enrolled in Face to Face instruction.

If schools are closed, food service will serve grab and go meals to students.

PREVENTION Protocols

Screening

Teachers and staff **MUST** self-screen every day before coming to school. This includes taking temperature.

- Teachers and staff **MUST** report to the school system if they have COVID-19 symptoms or are lab confirmed with COVID-19, and, if so, they **MUST** remain off campus until they meet the criteria for re-entry as noted below.
- Teachers and staff **MUST** report if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, **MUST** remain off campus until the 14-day incubation period has passed.
 - Staff will be required to complete work and tasks from home in order to

Parents **MUST** ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19.

- Instead, parents should opt to receive At-Home-Learning (AHL) instruction until the below conditions for re-entry are met.
- Parents may also opt to have their students receive At-Home-Learning (AHL) instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.
- Parents **MUST** communicate with the school if their child is staying home due to sickness.

Visitors are allowed on campuses,

- School systems **MUST** screen all visitors to determine if the visitors have COVID-19 symptoms ([as listed in this document](#)) or are lab-confirmed with COVID-19, and,
- School systems **MUST** screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, they **MUST** remain off campus until the 14-day incubation period has passed.
- If visitors do not pass screening, they **MUST** remain off campus until they meet the criteria for re-entry.
- When possible, visitors are encouraged to access meetings with school personnel through telephone meetings, Zoom meetings or Google Meet meetings.

Identification Response Protocol

Confirmed Case - Individuals infected with COVID 19 **MUST** stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine **ALL of the below conditions** for campus re-entry have been met:

1. At least **1 day** (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
2. The individual has improvement in symptoms (e.g., cough, shortness of breath); and
3. At least **ten days** have passed since symptoms first appeared, and
4. **Campus nurse has reviewed the re-entry criteria and has given approval for the student to return to school.**

Suspected Case - An individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19 is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same four-step set of criteria:

1. At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **and**
2. The individual has improvement in symptoms (e.g., cough, shortness of breath); **and**
3. At least ten days have passed since symptoms first appeared, **and**
4. **Campus nurse has reviewed the re-entry criteria and has given approval for the student to return to school.**

EARLY RETURN PROTOCOL - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual **MUST** either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive one confirmation that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>. The information **MUST** be submitted to the campus nurse for review and approval to return to school.

POTENTIAL ILLNESS PROTOCOLS

- Schools **MUST** immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools **MUST** 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 are symptomatic for COVID-19.
- If a teacher or staff member suspects that a student is showing symptoms of illness or fever, the teacher **MUST** give an immediate temperature check with a thermometer or refer to the nurse for screening.

Response to COVID Case Protocol

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School.

See COVID Response Checklist

- All cases must be reported to Dr. Donna Porter, Asst. Superintendent for Human Resources to ensure all response protocols are followed.
- **Asst. Superintendent** - If an individual who has been in a school is lab-confirmed to have COVID-19, the school **MUST** notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). 5
- **Principal or Director** - 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.
 - The Classroom **MUST** be deep cleaned and sanitized immediately.
 - Sanitization is not required if it has been more than 7 days since that person was on campus.
 - Executive Director for Maintenance and Operations verifies this has taken place.
- **Principal** - 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 on-campus activities.
 - [Sample Letter for confirmed COVID exposure_staff](#) (word) March 27 2020
 - [Sample Letter for confirmed COVID exposure_student](#) (word) March 27 2020

Health and Hygiene Practices: General

Instruction

On the first day a student attends school on campus, school systems **MUST** provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.

Hand-sanitizer

- Schools will have hand sanitizer and/or hand washing stations with soap and water at each entrance.
- Schools will provide hand sanitizer and/or hand washing stations with soap and water in every classroom **and offices**.

Handwashing Instruction

- CISD schools are encouraged to have students engage in supervised handwashing for at least 20 seconds at least two times each day, in addition to being encouraged to wash hands after using the restroom and before eating.
- CISD schools are encouraged to teach students good handwashing techniques.
- Students, teachers, staff, and campus visitors should be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows.
- Used tissues should be thrown in the trash, and hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Cleaning Protocols

- Schools should arrange for additional cleaning and disinfecting of surfaces that are touched in common throughout the day. This would include objects such as door handles, common tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.
- Schools should arrange for cleaning of commonly-touched surfaces in classrooms between different class groups, if the same room will be used by multiple class groups.
- Schools should ensure these products are stored safely, including storing harmful products where children cannot access them, and ensuring that harmful cleaning products are not used near children.

Face Masks or Face Shields

- For the purposes of this document, masks include non-medical and medical grade disposable face masks and cloth face coverings (over the nose and mouth). Full-face shields may be used in place of a mask to protect eyes, nose, and mouth whenever a mask is not feasible or whenever the educational context may benefit from the ability to see an individual's full face.
- Schools **are required** to comply with the governor's executive order regarding the wearing of masks. See [July 2, 2020 Executive Order](#)
- In addition to the executive order, school systems may require the use of masks or face shields for adults or students for whom it is developmentally appropriate.
- It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, **schools must** require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.
- When ordered by the governor or Panola County judge, students will be asked to wear their mask or face shields in CISD facilities and vehicles, per the age guidance in the Executive Order.
 - July 2, 2020 exempts students under the age of 10.
- When ordered by the governor or Panola County judge, CISD employees will be required to wear their mask or face shields in CISD facilities and vehicles.

Social Distancing Protocols

Student-Teacher Groupings

- **Where feasible without disrupting the educational experience**, encourage students to practice social distancing.
 - In classroom spaces that allow it, **consider** placing student desks a minimum of six feet apart **when possible**.

- In classrooms where students are regularly within six feet of one another, schools should **plan for more frequent hand washing** and/or hand sanitizing and **should consider** whether increased airflow from the outdoors is possible.

Large Groups

- Campuses **MUST plan** for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.
- **Consider** staggering school start and end times, **assigning students to entries** to ensure even distribution of students entering/exiting at each door, providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, encouraging parents to remain outside during drop-off and pick-up.
- Depending upon local conditions, school systems **should consider** eliminating assemblies and other activities that bring large groupings of students and/or teachers and staff together.

Lunch and Breakfast

- CISD Schools **should consider** practices that reduce the likelihood that students meet the close contact definition (defined below) at lunch.
- This could include having students eat lunch at their desks.
- It could include the use of seats that are spaced at least 6 feet apart.
- It could include the use of dividers on cafeteria tables if they can serve the purpose of shielding the students from respiratory droplets with which they might otherwise come into contact.
- For meal service itself, **consider** individually plated meals with disposable food service items for students who do not bring their own lunch.
- **Consider** having individual seating areas for students.

Transportation

- Hand Sanitizer - CISD will require students and staff to use hand sanitizer upon boarding the bus.
- Open Windows - When possible, CISD Schools should open windows to allow outside air to circulate in the bus.
- Parents - School systems should encourage families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on buses.
- Sanitizing - Buses **MUST** be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.
 - During cleaning, windows will be opened to allow for additional ventilation and air flow.

Visitors

- Parents and other visitors **MUST FOLLOW** virus prevention and mitigation requirements of the school.
 - Face masks are required when it is required of employees.
 - If meeting or having lunch with a child, a parent does not have to wear a mask at the lunch table or meeting table; however, they must wear masks at all other times.
 - No visitors will be allowed for lunch for the 1st 6 weeks grading period.
 - As COVID cases increase, CISD may restrict lunch visitors.
- Schools systems should restrict visits in schools to only those essential to school operations.
 - Visitors for lunch are not allowed until after the 1st 6 weeks of school.

Staff Expectations

- **Face masks** - All staff **MUST** wear face masks when required by county judge or Governor's executive order.
 - Exceptions include:
 - Direct instruction to class.
 - When alone in the classroom.
 - When more than 6 feet away from other staff and students.
- **Required Training** - School teachers and staff will be trained specifically on the protocols outlined in this document and the practices adopted.
 - Additionally, while not developed with this exact guidance in mind, Texas Agri-Life Extension offers a free online course on Special Considerations for Infection Control During COVID-19 (2hrs). This course is intended for frontline childcare workers, but the principles of the course apply equally to those working in school settings.
- **In-Person Meetings** - School systems should attempt to reduce in-person staff meetings or other opportunities for adults to congregate in close settings. When those meetings are necessary and cannot be done via electronic means, everyone **MUST FOLLOW** the mask protocols in this guidance and remain at least 6 feet apart where feasible.

COVID Symptoms ([Screener Survey](#))

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

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 symptomology 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 confirming lab test.