

August 10, 2020

Dear Parents/Guardians,

The preparation for the 2020-21 school year has been unlike any school year in history. The COVID-19 pandemic has made our normal planning process completely different. There are multiple thoughts and feelings regarding COVID and how it could impact our students, staff, and community once we begin gathering in-person. Since none of us absolutely know the results of this, Westphalia ISD will proceed with caution but do our best to ensure that student instruction is not negatively impacted. In an effort to allow our teachers to better prepare for online instruction, which will occur for both in-person and remote learners, **we are planning on starting school on August 13, 2020.**

The Texas Education Agency has given all parents the opportunity to choose remote learning if they feel the COVID risk of in-person instruction is too great for their student or their family. Westphalia ISD has sent a survey to determine whether your student will start the school year in-person or remotely. If you would like to change your educational setting, we would like to know by August 5th. We need this information for planning purposes and to plan for Chromebook checkout for students who indicate they need a device and help with internet connectivity for students who need it.

Students who choose in-person learning will be expected to follow the safety guidelines the district will be putting into place, which will be based on guidelines from the CDC, Texas Education Agency, and our local health officials. Westphalia ISD may not be able to social distance students while in the classroom, so if that is a major concern for parents, the remote instruction option may be best for your student.

Students choosing remote instruction need to understand the expectation will be much higher than we had in the Spring of 2020. TEA guidelines require grading expectations equivalent to what we had prior to COVID. Students will also need to meet the required amount of instructional minutes (based on grade level) each day and turn in daily assignments to earn daily attendance. The state has not waived the 90% attendance requirement needed for promotion or to earn credit.

Robert Hudson
Superintendent

2020-21 Westphalia ISD Covid Plan

Please understand that guidance is often changing daily and that this will remain a fluid document.

Overview

Instruction

- **Students can choose Remote Learning or In-person Learning**
- Students choosing remote learning will need to commit for a 9 week grading period, but will be allowed ONE transition prior to the 17th day of school if they wish to return to in-person learning or transition to remote learning.
- Students choosing remote learning may be required to come to campus (after normal school hours or on Saturday) to take certain tests or assignments.
- The TEA will be releasing a remote learning curriculum and Learning Management System in the next two weeks. We will pass that information along to parents as soon as we receive guidance from the TEA.
- **Reliable internet access will be essential for successful remote learning**
- Grading for remote learning will parallel that of in-person students
- Remote learners will be required to complete daily assignments and be actively engaged for 180 minutes (K-5th) or 240 minutes (6th -8th)
- Parent monitoring and assistance will be critical to remote learner success.
- Students wishing to participate in extracurricular activities must be participating in the in- person learning.

Safety Guidelines

Daily Arrival and Procedures

- ALL staff and students will have temperature checked upon arrival each day at the pick up/drop line. Temperature will be taken by a non-contact infrared thermometer.
- Students who arrive to eat breakfast will follow the same CDC guidelines and maintain a safe social distance of 6' at all times while in the cafeteria. Those who choose not to eat breakfast will report to the gym until 7:45 at which time they will report to their home rooms.
- The CDC considers a person to have a fever when he or she has measured temperature of 100°F. Anyone whose temperature read this or above will be sent home. Parents will be contacted immediately to schedule pick-up.

Buses

- Student transportation will be provided for the 20-21 as normal. Bus #1 will drop off kids going toward Travis, we will return the school and pick up kids that get dropped off on the west side of 320 and North Elm Loop. Bus #2 will drop all the students who live in the school district 1st, we will return to school to get the students who ride the bus towards Durango. This will ensure social distancing on the bus. You might see a slight 5 minute later change to the kids who get dropped off on the 2nd trip of each bus trip.
- Students will adhere to social distancing on the bus. Therefore, students will be seated in alternating seats on the bus. Buses will be cleaned and sanitized at the end of each day by staff.
- Staff utilizing district vehicles will adhere to CDC protocols and vehicles will be sanitized upon return by staff.
- Masks may be required per guidance from Health Department.

Buildings/Classrooms

- Sanitation methods -recommended CDC protocols for cleaning areas will be followed by staff members.
- Cleaning/Sanitation will be completed throughout the day
- No sharing of supplies when feasible - students will have their own materials. Teachers will work with students to get what supplies they need if they do not have supplies.
- Teachers will accommodate to the best of their ability to space students throughout the classroom.
- Students must bring a water bottle to school each day, our water fountain will only be used to refill water bottles and not for consumption use.

Masks or Face shields

- **All Students MAY be asked to wear masks or face shields at some point during the day.** The superintendent will make that determination by following the governor's and health department guidelines.
- Current guidelines will require every student from 4th – 8th grade and every staff member to wear a mask or face shield while social distancing isn't possible.
- Masks will not be required when students are eating or actively exercising (P.E. / Athletics / Recess / Band)
- WISD will provide disposable masks for students and staff, but individuals are allowed to bring their own as long as they meet the dress code guidelines

Cafeteria/Lunch

- Sanitation methods -recommended CDC protocols for cleaning areas will be followed by all staff members. The following link contains CDC protocols, which we will be following by all to the best of our ability. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Cleaning/Sanitation will be completed after each seating.

- Students and staff will have rotations to allow for social distancing across the area. Students will not be seated directly across or beside another student. Spacing will be marked on tables to identify areas for seating.
- Lunches will be staggered starting 10:55-12:30 daily.
- For remote learning students lunches will be served from 12:20 - 12:30 at the gym entrance. Parents need to contact the school by 9 a.m. to allow the school to plan for the number of meals that will be needed for those students. Please note that the student must be enrolled in the school district to receive a meal.
- Food distribution- PPE will be utilized by all cafeteria staff while serving food. Students rotate through the line by staff directives so that minimal numbers are in proximity of each other. Others will wait at tables to be called. Spacing will be marked on the floor to identify distancing.

Sanitation

- Buildings will be cleaned and sanitized on a frequent basis through the day

Visitors

- Visitors will be limited unless a formal appointment is made.
- No visitors will be allowed at lunch while social distancing guidelines are required.

COVID-19 Screening

- Staff and Students are asked to self-screen each day prior to coming to campus
- **IF fever exists, DO NOT MEDICATE AND SEND STUDENTS TO SCHOOL**
- The District will have no-touch thermometers and WILL temperature check each person before they enter the building
- If a student shows symptoms at school, they will be isolated and MUST be picked up within 1 hour.

COVID-19 Symptoms – Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling Feverish or a measured temperature of 100.0 or higher
- 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 or runny nose

WE REALIZE THAT SOME OF THESE SYMPTOMS COULD EXIST WITH OTHER TYPES OF ILLNESSES BESIDE COVID-19 BUT DURING THESE TIMES WE ASK EVERYONE TO TAKE AN EXTRA CAUTIOUS APPROACH.

Please answer the following questions before you leave home.

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|---|-----|----|
| 1. Have you or a member of your household been feeling sick?
(shortness of breath, diarrhea, nasal congestion, chills, etc...) | Yes | No |
| 2. Have you or a member of your household had a fever within the past week? | Yes | No |
| 3. Have you or a member of your household had a cough recently? | Yes | No |
| 4. Have you come in close contact with anyone who has had Covid-19? | Yes | No |
| 5. Do you feel feverish or have a measured temperature greater than 100 degrees Fahrenheit? | Yes | No |

If the answer to any of the questions is ‘yes’ access to building must be denied.

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 9 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.

CDC Recommendations for Return to School for Students and Staff with symptoms.

- i. at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- iii. at least ten days have passed since symptoms first appear

Daily Home Screening for Students to Return to School from Illness

Parents: Please complete this short check each morning and report your child's information the morning before your child leaves for school.

Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
<input type="checkbox"/>	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open



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

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

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- Sore throat
- uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19

- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#)
- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open

Return-to-School Policies

If the student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school in accordance with existing school illness management policy (e.g., until symptom-free for 24 hours without fever reducing medications).

If the student or parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing. CDC strongly encourages local health departments to work with local school systems to develop a strategy to refer symptomatic individuals to an appropriate healthcare provider or testing site. State, Tribal, territorial, and local health officials and/or healthcare providers will determine when [viral testing](#) for SARS-CoV-2 is appropriate. Schools should not require testing results as a part of return to school policies. Students who have received a negative test result should be allowed to return to school once their symptoms have otherwise improved in accordance with existing school illness management policies.

Students diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 2 without negative test results should stay home, isolate themselves from others, monitor their health, and follow directions from their state or local health department. Students and their families should be advised that the local health department may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended school.

Students diagnosed with COVID-19 or who answer YES to any component of Section 1 AND YES to any component of Section 2 without negative test results should be permitted to return to school should be in line with current CDC recommendations in “[When Can I Be Around Others](#)”. A negative test or doctor’s note should **not** be required for return. Questions regarding return to school should be jointly decided in consultation with parents or caregivers, school personnel, and the student’s healthcare provider.

Students who are excluded from school should be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

Daily Home Screening

WESTPHALIA ISD

COVID - 19 SYMPTOMS

- 100.4 degrees Fahrenheit
- Sore Throat
- Uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, abdominal pain
- New Onset of severe headache, especially with fever

Ask the Questions:

- Did the Student/Staff Member have Close Contact/Potential Exposure? YES or NO
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed Covid-19?
- Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open?
- Traveled to or lived in an area where the local Tribal, territorial, or state health department is reporting a large number of Covid-19 cases as described in the Community Mitigation Framework?

No

Yes

Student may return to school if symptom free for 24-hours without fever reducing medications.

A student/staff member without a negative test result should stay home, isolate themselves from others, monitor their health, and follow directions from their local and state health departments.

Student should be referred for evaluation by their healthcare provider and possible testing.

School Isolation Protocols

Some students may develop symptoms of infectious illness while at school. Schools should take action to isolate students who develop these symptoms from other students and staff.

- Students with any of the symptoms in Section 1 should follow their school's current illness management policy to minimize transmission to others, to optimize learning opportunities, and to allow for these symptoms to resolve (at least 24 hours without fever reducing medications or in accordance with existing school illness policy).
- Students who develop any of the symptoms in Section 1 while at school should be placed in an isolation area separate from staff and other students:
 - School staff (e.g., workers, teacher aides, school health staff) who interact with a student who becomes ill while at school should use [Standard and Transmission-Based Precautions](#) when caring for sick people.
 - Students who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.

- Students identified at school who develop any of the symptoms in Section 1 AND answer YES to any of the questions in Section 2 should be placed in an isolation area separate from staff and other students (e.g., a nurse's office) and then sent home or to a healthcare facility if symptoms indicate a need for further evaluation:
 - If a school needs to call an ambulance or bring a student to the hospital, they should first alert the healthcare staff that the student may have been exposed to someone with COVID-19.
 - After the student is placed in an isolation area, school staff who work in the isolation area should follow CDC's [Considerations for Cleaning and Disinfecting your Building or Facility](#).
 - **Note:** In developing plans for placing students with symptoms in an isolation area, schools should be mindful of appropriate safeguards to ensure that students are isolated in a non-threatening manner, within the line of sight of adults, and for very short periods of time.

Levels of Response for Covid -19

Level One - Prevention

No confirmed Cases of Covid-19 among staff or students

- Health prevention measures are in place
- Daily intensive cleaning and frequent cleaning of common areas. Limited visitor access
- Monitoring virus trends in the community via health departments

Level Two – Mitigation

One or more suspected(showing symptoms) cases of Covid-19

- Persons/students who came in close contact of an individual with a suspected case of Covid-19 will be contacted and advised to follow CDC health guidelines
- Parent communication with the school if their child is showing symptoms, is very important.
- A short-term closure may be necessary

Level Three – Modified Operations

Confirmed Covid-19 case in one specific area (i.e., classroom)

- District-wide communication to staff/parents with self-health monitoring guidance
- Individuals with close contact with infected individual will be contacted per CDC guidelines
- Affected area will receive enhanced sterilization procedures
- Self-health monitoring and prevention information reminders will be sent

- A short-term closure may be necessary

Level Four – District Closure

Confirmed Covid-19 cases of 3 individuals in the District

- All WISD facilities close for a **minimum of 1 calendar day** up to a maximum 5 calendar days
- Specific classroom may be closed greater than two days.
- Students and staff may move to Remote Learning model if closed more than two consecutive days.
- Disinfection of all facilities and school buses
- All auxiliary areas such as playgrounds and athletic fields are closed
- Extracurricular activities are canceled
- District-wide communication to staff/parents with self-health monitoring guidance

Decisions are made with the best information at the present time and are subject to change

Communication

- Westphalia ISD will use our website, social media, and direct messaging to communicate important and emergency information out to staff and parents. It is VERY important that we have working telephone numbers where we can send text messages and call when needed.
- Per CDC guidelines we will notify the local health department and all parents and staff if we have a confirmed Covid-19 case.

Please understand that guidance is often changing daily and that this will remain a fluid document.