



Corrigan-Camden ISD Covid-19
Handbook
2020-2021

Corrigan-Camden ISD COVID-19 Handbook (2020-2021)

Introduction

This guidance document is being provided based on the public health situation as we understand it today and takes effect immediately for the 2020-2021 school year. Changes to the public health situation over the course of the school-year may necessitate changes to this guidance. Some campus specific details will be added and revised as needed and as they are developed.

The virus that causes COVID-19 can infect people of all ages, and Corrigan-Camden ISD will do everything feasible to keep students, teachers, staff, and our communities safe. That said, 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. Furthermore, 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 case, mortality.”

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly. This COVID-19 handbook contains information on four sets of practices that minimize the likelihood of viral spread, including some that are requirements for all schools and others that are recommendations:

- **PROVIDE NOTICE: Requirements for parental and public notices**
- **PREVENT: Required practices to prevent the virus from entering the school**
- **RESPOND: Required practices to respond to a lab-confirmed case in the school**
- **MITIGATE: Recommended and required practices to reduce likely spread inside the school**

The prevention and mitigation practices outlined in this COVID-19 handbook are designed to significantly reduce the likelihood that a coronavirus outbreak occurs on campus. Consistently implementing the COVID-19 handbook to the extent feasible is the best way to reduce the potential negative impact of infection on students’ educational experiences.

There will almost certainly be situations that necessitate temporary school closure due to positive COVID-19 cases in schools. Parents, educators, and school administrators will be

prepared for this in the event that it occurs, while actively working to prevent it through prevention and mitigation practices.

PROVIDE NOTICE: Requirements for parental and public notices

Corrigan-Camden ISD will post for parents and the general public, one week prior to the start of on-campus activities and instruction, the COVID-19 handbook that we will follow to mitigate COVID-19 spread in our schools. This COVID-19 handbook will be posted on the school system homepage or another easily found area on the system website. Hard copies will be provided upon request. Neither this COVID-19 handbook nor any local school systems' reopening plans are subject to approval by any government entity. Persons that are responsible for responding to COVID-19 concerns are Diana Locke, Richard Cooper and/or Paula Martin at 936-398-2341 or at COVID19@ccisdtx.com.

Attendance and Enrollment

1. Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement is in effect for virtual as well as oncampus instruction.
2. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.
3. Any parent may request that their student be offered virtual instruction from CCISD. If a parent who chooses virtual instruction wants their child to switch to an on-campus instructional setting, they can do so, only at the end of the 9-week grading period.
4. CCISD will provide daily on-campus attendance for students otherwise entitled to attend school who follow this COVID-19 handbook's required public health procedures and whose parents wish them to attend on campus each day, subject to school closure and the exceptions listed in this document.
5. CCISD is required to provide parents a notice of their public education enrollment and attendance rights and responsibilities during the COVID-19 pandemic using a document published by TEA.

PREVENT: Required practices to prevent the virus from entering the school

Bus Boarding and Riding

1. Parents must accompany Elementary age students to the Bus Stops.
2. Temperature checks will be conducted as each student boards the bus.
3. Students that have a temperature registering @ 100.4 or higher will not be allowed to attend school that day.
4. All drivers and monitors will wear face coverings.
5. Students will have assigned seats.
6. Students will wear face coverings on the bus.
7. After each route or trip, the buses will be sanitized thoroughly.
8. Safety procedures will be followed or students will lose bus privileges.

Bus Riders Entering Campus

1. All buses will drop off at an area designated by each campus.
2. Students will be required to leave their face covering on when entering the building.
3. Once inside the building, students will have a designated area or room to report to until the school day begins.

Car Riders

1. Car riders will be dropped off at each campus at the designated areas.
2. Students will be required to have a face covering to enter the building.
3. Students will be screened immediately upon arrival to the campus. Parents must remain in the car rider line until their child passes the temperature screening. Any student that registers a temperature of 100.4 or above will not be allowed to attend school that day and must be taken home immediately by the parent.
4. Once students have passed the screening process they will report to a designated area or room until the school day begins.

Employees coming to work daily:

1. All employees will be required to wear face covering upon entering the building.
 - a. All employees will be screened when they arrive on campus every day. Any employee registering a temperature of 100.4 or above will not be allowed on campus that day.

Visitors to Campuses:

Visitor access to the buildings will be more limited than in past years:

1. Lunches will be closed to the public
2. Any delivery that needs to be made to a student must be dropped off at the front office and the school will make the delivery.

Visitors will be screened before being allowed into the building:

1. Visitors must complete a COVID-19 checklist. A list of these symptoms will be posted at the front office. Anyone with symptoms will not be allowed in the building.
2. Visitors will have their temperature taken before being allowed to enter the building. Any visitor that registers a temperature of 100.4 or higher will not be allowed in the building.
3. Visitors will be required to wear a face covering inside the school.

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

Operational Considerations:

General

1. Each CCISD campus will provide hand sanitizing stations at each entrance. Hand washing stations and/or hand sanitizer will be in each classroom. Color coded maps of each campus will be provided to indicate hand sanitizing stations.
2. Students, teachers, staff, and campus visitors are encouraged to sanitize and/or wash hands frequently.
 - CCISD campuses 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.
 - CCISD campuses will teach students good handwashing techniques.
 - Students, teachers, staff, and campus visitors should cover coughs and sneezes with a tissue, and if not available, cover in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
3. Campuses will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their

own spaces before and after they are used, in ways that are safe and developmentally appropriate.

- Campuses will 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.
- Campuses will arrange for cleaning of commonly-touched surfaces in classrooms between different class groups, if the same room will be used by multiple class groups.

4. Whenever feasible and weather permits, CCISD will open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.

5. Campuses will use printed and/or create signs for reminders and procedures for safety and hygiene practices.

6. On the first day a student attends school on campus, school campuses will provide instruction to students on appropriate hygiene practices and other mitigation practices outlined in this handbook.

Face Coverings

1. For the purposes of this document, face coverings include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. **Face shields may be superior to cloth face coverings** in many circumstances, given improved ability to see mouth movements and improved air circulation.

2. CCISD will comply with the governor's executive order regarding the wearing of face coverings. This includes staff, students 10 years and older, and any visitors to the campuses. In the event of the cancellation of the governor's executive order, CCISD will encourage use of face coverings by anyone in the building 10 years and older. CCISD will provide one face shield for all students and staff.

3. 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, CCISD will recommend 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. CCISD 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, CCISD will recommend students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.

Student-Teacher Groupings

Where feasible without disrupting the educational experience, CCISD will encourage students to practice social distancing.

1. Classrooms will be set up in a way that provides maximum spacing within the constraints of students and space.
2. In classrooms where students are regularly within six feet of one another, CCISD will provide more frequent hand washing and/or hand sanitizing.

Use of Non-Classroom Spaces

1. When feasible and appropriate (for example, in physical education classes as weather permits), it is preferable for students to gather outside, rather than inside, because of the likely reduced risk of virus spread outdoors.
2. CCISD will continue to offer extracurricular activities within constraints of board policy and guidance found on the UIL website for all UIL activities.
3. Use of campus spaces by outside organizations is prohibited during the normal school day.
4. Campuses will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity. Parents will remain outside during drop-off and pick-up.
5. Assemblies and other activities that bring large groupings of students and/or teachers and staff together are restricted to students and staff. However, this does not include performances by students. Elementary students will not be attending pep rallies to allow junior high and high school to social distance.

6. Restroom visits will be scheduled to maximize social distancing. (Students will be allowed to visit the restroom between scheduled visits on an individual basis.)

7. Deliveries to school cafeterias and/or campus offices should take place when students are not present on campus, if possible. If deliveries happen while students are on campus, each delivery person should have temperature and health screenings prior to entry to the campus. Deliveries for the cafeteria should be placed on the dock, the delivery person should step away, school personnel should verify the delivery, the driver should then exit the campus. Other deliveries should be received at the main office.

8. CCISD will implement practices that maximize the use of space in cafeterias during breakfast and lunch times. Each campus practice for social distancing at lunch is below:

Elementary Cafeteria Guidelines and Precautions

Pre-K students will eat breakfast and lunch in their classrooms in order to maintain social distancing and reduce the number of students in the cafeteria. Kinder-5th grade lunches will be scheduled in a manner that allows only one grade level at a time in each dining room.

1. Seats will be marked that students are NOT allowed to sit in during lunch time.
2. An empty seat will be maintained between students.
3. Students are not allowed to sit directly in front of another student.
4. Students will NOT be allowed to get up from their seat and go to another table.
5. Students will sit NOT stand while eating.
6. Only one student at a time will be allowed to go to the restroom.
7. Students will be spaced 6ft apart during line service. The distance will be marked on the floor to assist in maintaining this distance.

Junior High Cafeteria Guidelines and Precautions

1. Seats will be marked that students are NOT allowed to sit in during lunch time.
2. Required to have an empty seat between students.
3. Students are not allowed to sit directly in front of another student.
4. Students will NOT be allowed to get up from their seat and go to another table.
5. Students will sit NOT stand while eating.
6. Only one student at a time will be allowed to go to the restroom.
7. Teachers will have to walk their students to the cafeteria.

High School Cafeteria Guidelines and Precautions

- Seats will be marked where students are NOT allowed to sit at lunch.
- Students are required to have an empty seat between them and others at their table.
- Students are NOT allowed to sit directly across from one another at their table.
- Students will SIT while eating.
- Students may eat outside, but all above rules still apply.
- Students will NOT be allowed to get out of their seats during lunch.
 - The only exception is if they are buying food from the Snack Bar.

Elementary Arrival and Dismissal

Arrival

Classroom teachers will be on a duty schedule for arrival procedures beginning at 7:00 a.m. Students who arrive between 7:00-7:15 will report to one designated location by grade level. After 7:15, students will report to their regular classroom. At 7:15 all staff must be on duty.

Bus Riders Entering Campus

1. All buses will drop off in the same place daily, designated by each campus
2. Students will be required to leave their face covering on when entering the building
3. Once inside the building, students will have a designated area or room to report to until the school day begins.

Car Riders

1. Car riders will be dropped off at each campus at the designated areas.
2. Students will be required to have a face covering to enter the building.
3. Students will be screened immediately upon arrival to the campus. Parents will remain in their cars until their child passes the temperature screening. Any student that registers a temperature of 100.4 or above will not be allowed to attend school that day and must be taken home immediately by the parent.
4. Once students have passed the screening process they will report to a designated area or room until the school day begins.

Dismissal

- Students riding busses will be called by bus number to load the bus at the bus drop off line.
- Once all students have loaded busses, car riders will be dismissed.

- Busses will begin loading at 3:45. Car rider dismissal should begin by 3:40.
- Car riders will be placed in designated areas BY GRADE LEVEL. These groupings will be spaced in order to adhere to social distancing.
- Car riders will be called by names over the PA system at the dismissal doorway. This is on the East side of campus and is designated by a sign that reads CAR RIDER AFTERNOON DISMISSAL.

C-CJH ARRIVAL AND DISMISSAL PROCEDURES

MORNING

Teachers on duty will be in the back.

6th graders go through the building and wait on the side by the football field near the garden area.

7th graders will also go to the football field side and wait near the fence area.

8th graders will wait by the JH gym side.

Rainy days: 6th graders report to the science building; 7th graders report to the main building bathroom hallway; 8th graders report to the gym.

When the bell rings:

6th grade students will enter by the snack bar into the main building, the teacher will make sure everyone uses the hand sanitizer. Students who are going to the science building will enter from the football side, a teacher will be placed at both entrances to make sure of the use of sanitizer.

7th grade students will enter through the cafeteria back door, the teacher will make sure everyone uses the hand sanitizer. Students entering the science building will enter through the football field side.

8th grade students will enter through the door next to the gym, the teacher will make sure everyone uses the hand sanitizer. The students entering the science building will enter through the gym side.

Trash cans placed in all three areas: Students go get breakfast and take it back outside to their area.

Students in athletics will make their way across the street.

AFTERNOON

- Dismiss by speaker per room or stagger times for car-riders.
- Bus lines will be spaced out and stay in a specific order.
- These procedures will be followed consistently.

C-CHS ARRIVAL AND DISMISSAL PROCEDURES

During arrival students will be split among being outside in the front, being in the gymnasium, and being in the cafeteria, all with face shields on. Transitions between periods will be handled via a one-way hallway layout with arrows for directionality.

Food Service Procedures

- All tables and chairs will be sanitized before students arrive for meals at all campuses.
- Signs will be posted throughout the kitchen and cafeteria about proper hand washing and social distancing.
- Markers will be placed on the floor 6 feet apart to show students where to stand while in line.
- Before EACH meal all cafeteria staff members will wash hands, put gloves on and sanitize tables, chairs, microwaves, lunch lines, door knobs and any other high contact area.
- Breakfast in the Classroom will be served at Corrigan-Camden Elementary. The meal will consist of a pre-wrapped main entrée, fresh whole fruit that is wrapped, juice carton and a milk option either chocolate or white.
 - Hot food will be served in an insulated bag.
 - Cool food will be served in a plastic bucket with a lid.
 - After breakfast is over the buckets and bags will be cleaned and sanitized.
- There are two options for Corrigan-Camden Jr High and High School to receive breakfast; in the morning before school starts at 7:25 a.m. in the cafeteria or the Grab-n-Go breakfast and this will be served during 2.5 class time.
 - Morning Breakfast- The morning breakfast will offer two pre-wrapped entrée, fresh whole fruit that is wrapped, juice carton and a milk option either chocolate or white.
 - Grab-n-Go breakfast will offer one pre-wrapped entrée, fresh whole fruit that is wrapped, juice carton and a milk option either chocolate or white.

- § Hot food will be served in an insulated bag.
- § Cool food will be served in a plastic bucket with a lid.
- § After breakfast is over the buckets and bags will be cleaned and sanitized.

- Students will be provided with wrapped utensils.
- During serves students will have to either scan their card or the cafeteria staff will input the lunch number.
- Students and school staff will not have access to any self-serve items other than milk.
- All students and staff will have to maintain a feasible social distance while in the cafeteria.
- Cafeteria staff are required to change gloves often and after they change tasks.
- Corrigan-Camden High School and Jr High lunch will consist of 4 different entrees, NO SALAD BAR, 1 hot vegetable, 1 wrapped fresh vegetable, 1 whole fresh fruit, canned fruit option; NO CONDIMENT PUMPS but individual packets will be available for students.
- Corrigan-Camden Elementary lunch will consist of 2 different entrees, NO SALAD BAR, 1 hot vegetable, 1 wrapped fresh vegetable, 1 whole fresh fruit, canned fruit option; NO CONDIMENT PUMPS but individual packets will be available for students.
- After meals, the cafeteria will be sanitized.
- All cafeteria staff will wear face coverings while at work.
- All Cafeteria staff will be screened before work each day for symptoms of COVID-19.

Transportation Recommendations

1. CCISD students and staff will use hand sanitizer upon boarding the bus.
2. When possible, CCISD will open windows to allow outside air to circulate in the bus.
3. CCISD encourages families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on buses.
4. Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.
5. Temperature screenings will be conducted prior to students boarding the bus. Any student with a temperature 100.4 or above will not be allowed to board. Parents of ALL students in 5th grade and below MUST accompany their student to the bus stop. If this cannot be accomplished, students can be dropped off at the elementary school beginning at 7:00 am.

Visits to Schools

CCISD will restrict visits to our campus to those that are considered essential to the operation of the school district (i.e ARD meetings, parent-teacher conferences, 504 meetings, etc.). Prohibited activities for campus visitors include but are not limited to: school parties, lunches, etc. Lunches can be delivered at the main office to be picked up by the student during their lunch time.

Visitors will be allowed on campus for student performances (pep rallies, competitions, concerts, etc.). They will have to follow the guidelines for entry to the campus by visitors outlined in this document.

Staffing

1. Employees of CCISD must continue to meet the work expectations set by their employers, subject to any applicable employment contract terms.
2. CCISD personnel will be trained specifically on the protocols outlined in this document and the practices adopted. Additionally, Texas Agri-Life Extension offers an 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. All CCISD employees will complete this course prior to the start of the school year.
3. CCISD will 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 face covering protocols in this guidance, remain at least 6 feet apart where feasible, and consider whether increased airflow from the outdoors is possible in those settings.

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 CCISD 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:

- (a) at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
- (b) the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- (c) 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 the case of an individual who is diagnosed with COVID-19 and is asymptomatic, the individual may return to school when at least ten days has passed since the positive test.

- 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) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

Identifying Possible COVID-19 Cases on Campus

- CCISD will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- CCISD 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 are symptomatic for COVID-19.

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

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

1. If an individual who has been at C-CISD is lab-confirmed to have COVID-19, the school must notify the 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). Notifications to the local health department will be made by each campus nurse.

- C-CISD will notify Angelina County and Cities Health Department (936) 633-0608.

2. C-CISD will close off areas that were heavily used by an individual with a 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. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, C-CISD will notify all teachers, staff, and families of all students at C-CISD if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

- C-CISD will notify parents and the community using School Website, Facebook and text/email messaging.

Definitions

COVID-19 Symptoms

Any of the following symptoms indicate a possible COVID-19 infection:

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

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, 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;

if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Elementary and Junior High Cleaning Checklist

Daily Classroom Cleaning List

Week of _____ - _____

Item	M	T	W	Th	F
Clean student desktops					
Clean teacher desktops					
Wipe down all other hard surfaces- countertops, filing cabinets, sinks, etc.					
Sweep tile floors					
Vacuum Carpet					
Empty <u>trashcan</u>					
Wipe down light switch and door knob					
Check all supplies- hand sanitizer, soap, paper towels					

Notes:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Classroom # _____

Signature _____

High School Cleaning Checklist

Select the snip mode using the Mode button or click the ? button.

Room: _____ Week of: _____ - _____

Daily Classroom Cleaning Checklist					
Item	M	T	W	Th	F
Vacuum floors					
Wash tops of student desks and chairs					
Empty wastebaskets					
Disinfect classroom doorknobs, light switches, door handles					
Check and replace sanitizer					
Clean entrance door window					
Wash counters					
Dust air vents					