

Olfen ISD 2020-2021 COVID Preparedness Response Protocol

This document will serve as a guide for Olfen ISD's preparedness in responding to the COVID-19 crisis. In no way is the document comprehensive. It will serve as a starting place for OISD's response. This document is 'living', in that the District may have to add or terminate existing/new protocols as the need arises. Experts agree that the COVID-19 crisis changes constantly. This document may be adjusted, as changing circumstances dictate. This document was produced by the OISD COVID Preparedness Response Team (CPRT). Each procedure presented by the CPRT members was scrutinized using the following questions: 1) Will it make our kids safer? 2) How much time will it take from the instructional day? 3) Is it financially possible or feasible? 4) Will this add or take away from our children's education?

This document includes the following sections:

1. **Considerations** – the items, areas, and programs that the CPRT took into account during their planning.
2. Protocols – these specific procedures will be taken to better mitigate the risks of our students, staff, and parents to COVID-19. It is important to note that no protocol or procedure will completely remove all threat of COVID-19. The goal of these procedures is to mitigate (lessen) the threat as much as possible.

Considerations

State and Local Authorities

- Governor's Executive Orders
- Local County Judge's Orders
- Federal Program Guidance
- TEA Guidance
- CDC Guidance
- UIL Guidance
- Texas School Safety Center Guidance

District Level Considerations

- Board-approved Calendar
- Teachers Contractual Schedule
- TEA Waivers

- TSDS PEIMS Reporting/Data (PEIMS-attendance data)
- Communication Plans: Internal/External
- Existing Emergency Operations plans
- Staffing Decisions
- Transportation
- Class Schedules
- Extracurricular Activities
 - Athletics, Gym Equipment, CTE Programs, etc.
- Child Nutrition Services
 - Meal Scheduling
 - Hygiene
- Passing Periods
- Social distancing
- Custodial Cleaning Protocols
 - Classroom, Campus, Common Areas, Restrooms, Use of Water Fountains, etc.
- Instructional delivery methods
 - 100% Face to Face
 - 100% Remote Instruction (Asynchronous/Synchronous)
 - Hybrid – a combination of Face to Face and Remote
- Health Services Coordination
 - Individual Sickness/Temperature
 - Procedures for Temperature Checks
 - Parent and staff daily attestations
 - Quarantine Logistics/Communications/Monitoring
- Instructional Models and Instructional Minutes
- Instructional Materials
- Special Programs – Special Ed, ELL, 504
 - ARDs, Evaluations, Services Special
 - Population Services
- Local Testing Calendars for Unit Assessments, Early Diagnostics, etc.
- Documentation Requirements
- Instructional, Grades, Evaluations, etc.
- Registration Processes
- Special Population Services
- Technology Devices
 - Hot Spots – Inventory and Asset Management
 - Equipment – quantity and condition
- Professional Development
- PPE (personal protective equipment)
- School Programs

- Open House
- Parent Conferences
- Award Ceremonies
- Class Parties
- Visitor Policies
 - Check in procedures
 - Temperature checks
 - Masks
- Signage for schools
- Staff Meeting Protocols
- Enrollment
- Space Allocations
- Layouts
- Entrances and Exits

Protocols:

This section is divided into separate areas to mirror the progression of the school day.

School Transportation

- Bus seating is planned to ensure minimum exposure utilizing strategic assigned seating. *Possible Example-* Spacing by household.
- Buses will be sanitized twice daily- once after the morning route and once after the afternoon route.
- Students and staff that ride the buses will wear masks while on the bus (barring medical conditions). Transportation will be among the greatest risks for exposure to others. Wearing masks, open windows, and hand sanitizer are ways that exposure can be minimized.
- Temperature checks will be performed before children are allowed on the district vehicles i.e. buses, suburbans, etc. This will be addressed in another section.

Breakfast

- Breakfast for elementary will be broken up into groups of three. Each group of classes will be seated with their grade level and social distancing guidelines will be followed.
- Students will have the same breakfast time, but will not be in the same location. Students will have assigned seats and eat breakfast in the cafeteria and/or gym in order to follow social distancing guidelines. These procedures will be adjusted as necessary to ensure safety and expedience.

Cafeteria

- All cafeteria staff will follow Health Authority protocols.
- All cafeteria staff will wear prescribed PPE (masks, gloves, hairnets, aprons) at all times.
- Cafeteria staff will wash their hands regularly, as the cafeteria manager prescribes.
- Shields will be installed in the serving lines and between tabletops.
- Forks and spoons will be provided to all students in/by prescribed sanitary protection.
- Standard practice in the past has been for all tables and seating to be disinfected after each group has eaten a meal. This practice will continue.
- A number of picnic tables will be provided outdoors, for high school students and/or parents joining students for meals.

Classrooms

- We will do our best to maintain exposure between classes to a minimum. Please see the breakfast, lunch, and passing period procedures.
- The District will provide all students with masks. These will be available at the start of school beginning with transportation. PPE will be available on all vehicles and at main entrance of school and classrooms.
- Students will be asked to social distance to the extent that the class provides.
- In grades where students transition classrooms, at the end of the period, all desktops will be sanitized before the incoming class enters. The students will perform this under the supervision of the teacher.
- To protect faculty and students, all classwork, to the extent possible, will be performed electronically. The District has ordered additional laptops to provide all students with necessary technology.
- The student will place all work that has to be performed on paper in a separate basket. For the protection of teachers, this work will remain untouched for at least two full school days. Teachers, at their discretion, will wear gloves when handling this work. Graded work will be returned in a similar matter.
- Students will be instructed to wash/sanitize their hands frequently. Hand washing sinks are located in the K-8 classrooms to facilitate this.
- Students will be allowed to wear masks, according to their parents' wishes. Such students' compliance with their parents' wishes will be up to each student. Failure to wear masks correctly will be punitive.
- Plexiglas shields will be installed in the technology lab between computers to protect students and staff.

- Drinking fountains will only be used to fill up water bottles. Student use of the water fountains without bottles will be prohibited. The District will provide clear plastic water bottles (as prescribed in the Code of Conduct) to all students free of charge at the beginning of the year. Should there be loss or damage to these water bottles, replacement is the burden of families.
- Classes will be disinfected twice daily, as schedules allow.

Passing Periods

- Passing periods for grades will be conducted in 1 minute. Each passing period group will consist of direct movement between classrooms. Until further notice restroom breaks will only be allowed via teacher permission (No in between periods) to minimize mingling. Bell schedule will not be altered; instead it will serve as a guide for teachers and students.

Lunch

- First (PK-2) lunch will be one session. This session will have four grade levels and will be in the cafeteria for up 31 minutes. Students will sit with their grade level in assigned seats and will be based on social distancing guidelines.
- Second lunch (3-7) and (8-12) lunch will be split. (8-12) will go to lunch first and will be strategically assigned seats. 3-7 will follow 8-12 and will be strategically assigned seats.

PE, sports and extracurricular activities

- All PE (groups: PK-2, 3-5, 6-12) classes will be conducted in accordance with COVID-19 safety precautions in mind. While PE, by its very nature, is extremely hard to guarantee strict social distancing policies between students. PE teachers will be cognizant of this fact and plan activities that will ensure as much social distancing as possible.
- PE uniforms for 6-12 athletes will be provided by the District and washed as necessary. Students will be split as applicable to extracurriculars and their respective grade levels to minimize exposure.
- The University Interscholastic League is the governing body of all extracurricular activities. At this time, we will be following the guidance provided by UIL, including developing and implementing a COVID-19 protocol for athletics and extracurricular events. OISD will comply with all UIL regulations and stay abreast of any updates and/or changes to established guidelines and policies.

Restrooms/Locker Rooms

- All restrooms and Locker rooms will be disinfected twice daily.
- A strict procedure as to how many students at any one time in a restroom will be implemented.

Miscellaneous Activities

- ***The single most important activity that we can do, as OISD Stakeholders, is to monitor our personal health and the health of our students.*** When students and staff come to school while they are ill, all of us are exposed. This is a fact, no matter the illness. Students that are ill, no matter the illness, are not as likely to learn as well, because of their symptoms. Similarly, staff that are ill are not as likely to perform up to their capacity, due to the symptoms of the illness. This monitoring will begin at home.
At the beginning of the school year, parents will sign a document that will contain information about the District's wellness policy. In this document, parents will agree to monitor their child's health and take the appropriate steps, should illness arise. All parents will be required to attest to the health of their students before the start of school daily. Similarly, all staff members will have to attest to their health before the start of school. Parents that allow their child(ren) to attend school acknowledge that they have actively monitored their child(ren)'s health and have not noticed symptoms that may be linked to COVID.
Should either students or staff have either fever or COVID symptoms, they will be requested to stay home and consult with their medical provider.
- ***Hand Sanitizer.*** All available evidence states that maintaining our hands as clean as possible, aids in the contraction and the spreading of COVID-19. Having said that, hand washing is among the most effective and safe way to comply with this. Sometimes, this is not always possible and OISD will provide access to hand sanitizer in every classroom and incorporate hand sanitizing stations where possible to facilitate this. There will be stations in every classroom, restroom, and common areas such as the cafeteria and entry points.
- ***Doors.*** An area of concern is doors and door handles. All doors that can be propped open will be (Example- cafeteria doors when lunch is in session). All classroom doors will be held open during passing periods. Due to security concerns, all classroom doors may be closed during class to lessen external noise and for safety purposes. Additionally, all exterior doors will remain closed and locked at all times. Doorknobs and handles will be disinfected continuously as staffing and time allows.
- ***Education.*** In many ways, OISD staff will have to *educate* all children on how to transition to acceptable practices during this time. This will include handwashing, social distancing, behavior while in line, behavior (classroom, cafeteria, transportation, etc.). Any students that commit infractions will be redirected. Students may be disciplined for infractions are intentional and habitual.

- **Separation of classes.** While it is impossible to completely accomplish this in a school setting, OISD will implement measures to ensure that classes remain as separate as possible. This will help us mitigate the possibility of the spread of COVID. Should there be children in a particular class that test positive, we may be able to contain exposure to a minimum of students by implementing these procedures.
- **Visitors.** All visitors will report to the front office. Their temperature will be checked and they will be screened (several health questions). All visitors will be required to wear a mask at all times (Exclusion – documented medical conditions and/or while they are physically eating in designated areas). The number of parents/guardians allowed to eat in the designated areas may be limited based on COVID cases in Runnels and surrounding counties. All parents/guardians that want to eat lunch with their child will have to call the office at 325-442-4301 to ensure that they can be scheduled in to eat lunch before they travel to the school.
- **Ventilation.** Available information states that ventilation plays a role in the spread of COVID. All of the District's HVAC systems are sealed, meaning that there is little exchange of exterior air. To increase the exchange of fresh air in the classrooms, when possible, a window will be cracked (1-2") to allow for the entrance of fresh air. Additionally, all HVAC units have been upgraded to include HVAC Ultra Violet (UV) Systems designed to eliminate bacteria, mold, and viruses.

Summary

As stated above, this document is by no means comprehensive. As the school year unfolds, some of these procedures/measures may be adjusted. Some may not be strong enough. There may be additional steps that we may need to implement. We will be constantly monitoring the effects of each of the above procedures.