



**Fall 2020
School Year
Guidance**

Introduction

Whitewright ISD has created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention and Grayson County Health Department. Regular updates will be made to this plan based on information provided by the mentioned agencies and applicable federal, state and local agencies.

Student & Staff Safety Protocols

All students and staff will be screened for Covid-19 symptoms regularly, and individuals who present with symptoms will be separated and sent home.

Screening Protocols

(Practices to Prevent the Virus from Entering the School)

- Parents must ensure they do not send a child to school if the child has COVID-19 symptoms (as listed in this document) or is lab confirmed with COVID-19, and instead should opt to receive remote instruction until the condition for re-entry is met.
- Temperatures will be checked before they enter the building each day.
- Temperatures will be checked again at 10:00 am.
- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day. Symptoms are listed at the end of this document. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must disclose to the district if they themselves 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. Additionally, they must disclose to the district if they have had a 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.

- Teachers will monitor students and refer to the nurse if symptoms are present during the school day.

Isolation Protocols

(Students or Staff Displaying COVID-19 Symptoms)

- When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- Students and staff who have tested positive for COVID-19 will be required to submit a letter of good health from a physician's office prior to returning to school.
- Students or staff who come into close contact with a COVID-19 positive individual will be asked to self-quarantine for 14 days and may not return to campus during that time.
- 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:
 - 1) At least three days (72 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 10 days have passed since symptoms first appeared.**

Identifying Possible COVID-19 Cases on Campus

- WWISD 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.
- WWISD will clean the areas used by the individual who shows COVID-19 symptoms while at school.

- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Practices to Respond to a Lab Confirmed Case in School

- If an individual who has been on a campus and is lab confirmed to have COVID-19, the district will 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 and Family Educational Rights and Privacy Act.
- Students and staff who have tested positive for COVID-19 will not be allowed on campus until the individual or parent/guardian submits a letter of good health from a physician's office.
- **Students and staff who came in close contact with a confirmed COVID-19 positive individual will be notified separately and asked to self-quarantine for 14 days and may not return to campus during that time. Students will participate in remote learning during quarantine.**
- 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 our district if a lab confirmed COVID-19 case is identified among students, teachers or staff who participate on any campus.

Protocols for Face Coverings

1. For the purpose of this document, masks 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.
2. WWISD is required to comply with the governor's executive order regarding the wearing of masks. Gov. Greg Abbott issued a statewide mask mandate on July 5, 2020. The order requires Texans living in counties with more than 20 coronavirus cases to wear a face covering over the nose and mouth while in a business or other building open to the public, as well as outdoor public spaces, whenever social distancing is not possible. But it provides several exceptions, including for children who are younger than 10 years old, people who have a

medical condition that prevents them from wearing a mask, people who are eating or drinking, and people who are exercising outdoors.

3. In addition to the executive order, WWISD may require the use of masks or face shields for adults or students for whom it is developmentally appropriate.

Students in grades 3 and up will be required to wear a face covering while on school grounds.

4. Wearing masks may be impractical 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, it will be required for students, teachers, staff, and visitors to wear masks when entering and exiting facilities and practice areas and when not actively exercising to remove masks as long as they maintain at least six feet of distance from others.

Protocols for Campus Visitors

1. WWISD will restrict visits to our campuses to only those essential to school operations.
2. If parents and other adults must visit our schools, they must follow virus prevention and mitigation requirements set up by WWISD.

Visitor Screening/PPE Requirements

- All individuals entering the building will be required to wear face coverings.
- Individuals proceeding beyond the reception area will be subject to the following 3 guidelines:
 - 1) All visitors will be subject to screening by way of a symptom screening form.
 - 2) Virtual meetings will be available when possible.
 - 3) Visitors and staff will maintain physical distancing for ARD and other meetings in smaller conference areas.

Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

Hand Washing/Sanitizing Expectations

- Alcohol-based hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Staff will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of WWISD-provided hand sanitizer:
 - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
 - Thorough hand washing upon return from outdoors, before eating, following restroom breaks.

Disinfecting Expectations

- Staff will have access to disinfectant wipes to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies when possible.

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected daily.

- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected between lunch periods.
- Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Additional Cleaning Measure for Covid-19 Positive Cases on Campus

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
- Custodial staff will defog and disinfect classrooms, restrooms, the athletic field, weight room and all additional areas in the entire building.

Work and Learning Environments

Classroom Configuration

- Desks or tables will be socially distanced as much as instructionally possible. When classroom spaces allow, the student desks will be a minimum of six feet apart.
- Group or pair work can be implemented while maintaining physical distancing. Facial coverings will be worn in grades 3-5 if group gatherings occur during substantial and moderate transmission levels.
- When possible, technology can be utilized when the use of manipulatives is needed. Teachers will consider assigning cohorts of students specific manipulatives in order to reduce the possibility of exposure or consider creating individual bags of supplementary aids and/or manipulatives for students to use that could also be sent home in the event of school closure.

- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus. Additionally, supplemental services will be grouped by grade level when possible.
- When possible, eliminate communal supplies. Shared supplies will be sanitized between use.
- Remove blankets, pillows, and other shared non-essential items from the classroom.
- Recommended procedures will be applied to all classroom settings, including special education service locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

Collaborative Work and Projects

- When possible, technology will be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- It is recommended that students who work in pairs or groups wear a mask.
- Students will be provided the opportunity to opt-out of physical face-to-face group or pair work.

General Classroom Supplies

- Signage will be posted in all classrooms regarding protocols and prevention.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations to limit student and staff movement.

- Each room will have a door stop to prop for no-touch entry between classes.

Specialized Classrooms

- When appropriate, students will be provided face shields instead of facemasks for safety when there is an increased risk of burn or injury.
- Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.
- Procedures and protocols will be put into place to address locker rooms. Protocols will be in place for disinfecting of equipment, students changing clothes, students showering, distancing of students, etc.
- Career and Technical Education classes will follow industry-based safety guidelines as appropriate to the equipment and course content.

Physical Education Classroom Protocols

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Procedures will be implemented in the locker rooms to limit social distancing.
- Equipment will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

Common Areas

In order to provide the safest environment possible in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented:

Meeting Spaces

- Meetings will be limited to video conferencing when possible.
- If meetings must be held in person, all social distancing protocols will be implemented.
 - 1) Facial coverings during substantial and moderate transmission levels
 - 2) Social distancing
 - 3) Limit the sharing of materials/supplies

Administrative Spaces - Reception, Offices, Conference Rooms, Mail Room

When possible, meetings will be conducted virtually. However, if the need arises to meet in person please follow campus guidelines:

- Facial coverings or masks will be utilized during substantial and moderate transmission levels.
- Hand sanitizer will be provided in front office spaces.
- Distances of 6 feet will be provided between all occupied seats and workspaces.

Flexible Learning Spaces

- The number of students in these areas will be limited as driven by available space and social distancing guidelines.

- Common spaces and supplies in these spaces will be disinfected frequently.

Restrooms

- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- Scheduling of whole class restroom breaks will be included in daily schedules.
- Proper handwashing techniques will be taught to all students and consistently reinforced.
- Students must wash hands and then use hand sanitizer before entering the classroom.
- Increased disinfecting will occur throughout the school day.
- Each campus will comply with health agency recommendations and social distancing.
- Signage will be visible in and around the restrooms to encourage students to properly and frequently wash their hands.

Library

- Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.
- Students and staff will wash/sanitize hands upon entering and after visiting the library.
- High touch surfaces (i.e. table tops, chairs, door handles) will be disinfected regularly.
- Occupancy will be limited.

Transitions

- Students and staff will follow protocols for face coverings.
- Staggered releases from each class will be organized to limit the number of students in the hallway during transitions.

- Classroom doors will be propped open to reduce high touch areas when possible.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
 - 1) When transitioning between classes, students shall travel corridors as far to the right as possible.
 - 2) Where possible, one-way traffic throughout campus corridors will be established.
- Staff and signage will be posted to reinforce physical distance expectations.

Arrival

- Entry doors will be designated based on arrival method: bus riders, parent drop-off/walk to school, student drivers, students with unique needs.
- Designated entry doors will be propped open for no-touch entry. Any open doors will be continuously monitored by staff to stop unauthorized access and to monitor for threats.
- Entry protocols will be established to maintain physical distance.
- Sanitizer stations will be placed at each entrance and students will sanitize hands upon entry.
- **Students will go directly to the first period class or designated location upon arrival.**
- **Lockers will not be assigned - students will carry all needed materials and lunch with them.**
- Parents may not accompany students into the building.

Dismissal

- **Dismissal times will be staggered to limit the number of students in hallways and exit areas at any given time.**
- Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.

- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

Recess

- Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.
- All students and staff will be required to use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- Brain breaks will be implemented as needed, at the discretion of the campus/teacher.
- “Mask breaks” will be implemented as needed.

Specials

- PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed.
- Students will use their own art supplies.
- Music and PE equipment will be sanitized and wiped down after each use.
- Having specials in the classroom or outdoors is recommended.

Outdoor & Off-Campus Student Activities

- Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.

On-Campus Activities

- Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by WWISD, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.)

- School wide events will be live streamed and/or occur virtually when possible.
- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

Extra-Curricular Programming

Cheer

- Practices and performances will be conducted following safety protocol provided by guidance from WWISD, UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.

Athletics

- Athletic practices and contests will be conducted following safety protocol provided by guidance from WWISD, UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis.
- Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.
- Bus travel will follow transportation guidelines provided by WWISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines. Ticketing for events may be utilized to control capacity of facilities.
- Postgame sign out procedures for athletes will be communicated to parents prior to the beginning of each season.
- Event procedures will be in place to minimize face-to-face interactions.

- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- Spectator seats may be marked and/or configured in a way to enforce social distancing.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.

Fine Arts

- Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., WWISD, TEA, UIL, etc.)
- Fine arts music private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will continue to be adhered to.
- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., WWISD, TEA, UIL, etc.)
- Concerts/performance may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., WWISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- All fine arts performances will be streamed online when possible.
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

Transportation Guidelines

Whitewright ISD will continue to run our bus routes. Listed below will be the new guidelines to make transportation as safe as possible. If you have any questions please contact Bobby Worthy @ (903)364-2151 EX 402 or email bobby.worthy@wwisd.com

- Families are encouraged to drop students off, carpool, or walk with their students to school to reduce possible virus exposure on buses
- All students and staff members on a Whitewright ISD bus or district vehicle must wear a mask or face covering.
- Bus drivers will be trained in COVID-19 safety protocols
- When possible windows will be opened to allow outside air to circulate
- Whitewright ISD buses will be equipped with hand sanitizer, and all students will be required to apply when entering the bus and exiting the bus.
- Whitewright ISD buses will be thoroughly cleaned after each bus trip, focusing on high touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, all windows will be open for additional ventilation and air flow.
- Each bus will be limited to one student per seat or two students from the same household.
- The Texas Education Agency is not recommending capacity limitations on buses at this time.

To assist our Transportation Department, during our call out, please indicate if you would utilize Whitewright ISD bus transportation if provided.

Cafeteria Guidelines

Depending on the number of students, students may have meals in areas in the cafeteria, classroom and other designated areas. Listed below are the guidelines that will be followed to ensure all of our students and staff remain safe.

- Whitewright ISD plans to utilize the school cafeterias on both campuses as much as possible for student meals. **NOTE:** no parents/visitors during lunch will be allowed.
- No food deliveries during the school day including breakfast, lunch and birthday treats until further notice.
- Depending on the number of students enrolled in each grade level, plans for lunches in the cafeteria as well as other lunch locations will be developed accordingly as we receive more guidance from the state.
- Cafeteria staff will be trained in COVID-19 safety protocols.
- All cafeteria staff will be wearing masks and gloves while serving students
- Students will be issued a cafeteria card to use as part of the “no-touch” lunch purchase process.
- Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat.
- For elementary, lunch time will be staggered every 15 minutes.
- For secondary students lunches will be structured to limit the number of students eating lunch together. Cafeteria, classroom, gym, and commons areas will be utilized to encourage social distancing during that time.
- Meals will be packaged as “grab and go” to ensure ease of pick up and transport to eating location.
- Microwaves will not be provided in the cafeteria due to the opportunity for cross contamination with a high-touch device.
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

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
- 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

Close Contact

WWISD refers to “close contact” with an individual who has lab confirmed COVID-19 or in the process of receiving lab results of COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield)
- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

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 confirming lab test.