

Shelbyville ISD



COVID-19 Public Health & Safety Plan 2020-21 School Year

Shelbyville ISD is providing this public health and safety plan based on the public health situation as it stands today. Changes to the public health situation may necessitate changes to this document.

This document addresses:

- On campus and virtual instruction
- Administrative activities by teachers, staff, or students that occur on school campuses or virtually
- Extracurricular sports and activities
- Any other activities that teachers, staff, or students must complete that cannot be accomplished virtually
- Visits by parents and the general public

Public Health Considerations

The virus that causes COVID-19 can infect people of all ages, and Shelbyville ISD will do everything feasible to keep students, teachers, staff, and our community safe. 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.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps that can be taken to reduce the risks to students, teachers, staff, and their families significantly. This guidance document contains information on four sets of practices that minimize the likelihood of viral spread.

- 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 document are designed to significantly reduce the likelihood that a coronavirus outbreak occurs on campus. Consistently implementing recommendations to the extent feasible is the best way to reduce the potential negative impact of infection on students' educational experiences. Additionally, recommended practices for adults on campuses are designed to protect adult teachers and staff who are generally at greater risk from COVID-19 than students.

There will almost certainly be situations that necessitate temporary school closure due to positive COVID-19 cases in schools. We as parents, educators, and school administrators should be prepared for this in the event that it occurs, while actively working to prevent it through prevention and mitigation practices.

NOTICE: Parental and Public Notice

Plan for On-Campus Activities and Instruction

Shelbyville ISD students will have two options to attend school for the 2020-21 school year:

OPTION 1 -*Face-to-Face Instruction* or OPTION 2 *At-Home Asynchronous Instruction*. The instructional plan parents choose for their child(ren) will be implemented for the entire six-week grading period. No changes can be made until the next grading period. Moreover, once an option is switched to the other option, it may not be switched back during the school year. For parents desiring to keep their child(ren) at home and enrolling in Option 2 *At-Home Instruction*, you must complete the Instructional Method survey to Shelbyville ISD by August 3, 2020.

OPTION 1 *Face-to-Face Instruction*

This option allows students to attend school and receive traditional instruction via face-to-face teaching-learning for the 2020-21 school year. Students will follow Shelbyville ISD teacher-designed curriculum and will engage with school staff for the entire school day. Instruction may include utilizing some digital learning (i.e. Google Classroom, Seesaw) for some classroom activities. Students will be taught how to engage in a virtual learning setting since the possibility of having to switch from the traditional classroom setting to virtual learning remains a possibility due to the uncertainty tied to the COVID-19 pandemic.

OPTION 2 *At-Home Asynchronous Instruction*

This option allows students to opt for Remote Asynchronous Instruction (instruction that does not require having the instructor and student engaged at the same time). The virtual instruction student will be expected to engage in learning for a minimum of 3 hours per day for elementary (K-5) and 4 hours per day for secondary (6-12). Assignments will be expected to be turned in on an ongoing basis (like traditional classroom lessons). A Shelbyville ISD instructor will communicate with the student in a timely manner. For most classes, the virtual learning core subject area curriculum offered by Shelbyville ISD will be the *Texas Home Learning 3.0* developed by the Texas Education Agency. In addition, materials from instructional packets and other sources may be utilized. Please note that although the *Texas Home Learning 3.0* curriculum and Shelbyville ISD's traditional classroom curriculum both follow the same teaching-learning goals and standards, the two are not identical and there will be possible differences in what is learned by the students in terms of how, when, and at what level of comprehension. **Please note: Not all course choices (i.e. some Electives) are available for At-Home Instruction.** For all students opting for Option 2 *At-Home*

Instruction the following is required: (1) broadband internet access; (2) a digital device (i.e. laptop, Chromebook) to use for a minimum of 3 to 4 hours each day; (3) printer capabilities as needed; (4) the student must participate in all required coursework and virtual lessons; (5) the student must participate in any additional activities required by the instructor (i.e. tutorial); (6) all work must be submitted in a timely basis; and (7) student may be required to come to school to take proctored exams or assignments.

Please note that Chromebooks have been issued to all Shelbyville ISD teachers to aide in instruction (both traditional and virtual). If needed, students may request to check out a Chromebook or other computing device from their school principal. Amber Swearengen, Shelbyville ISD Covid-19 Coordinator, may be contacted at ambers@shelbyville.k12.tx.us for additional information or concerns.

Attendance and Enrollment

- 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 remains in force during the 2020-21 school year.
- Given the public health situation, student attendance may be earned through the delivery of virtual/at-home instruction with specific daily requirements to earn attendance.
- Any parent may request that their student be offered virtual at-home instruction. If a parent who chooses virtual instruction wants their child to switch to an on-campus instructional setting, they can do so, but the transition can occur only at the end of a grading period.
- School systems must provide on-campus attendance as an option for students otherwise entitled to attend school who follow this document's required public health procedures and whose parents wish them to attend on campus, subject to school closure and the exceptions listed in this document.

PREVENT: Practices to Prevent the Virus from Entering the School

Shelbyville ISD will follow rules and guidelines issued by governing authorities. At the current time, face coverings are required for certain individuals.

- All staff will wear face shields and/or masks while working around others.
- All students in grades 6-12 will be required to wear face coverings while at school. This measure may be adjusted if it is determined by the appropriate health authorities that the potential for viral spread has been contained.
- Students in grades Prek-5 will not be required to wear a face covering at this time, but will have the option to wear one if they choose.
- The district will issue all students a face covering (students may use their own face covering from home).
- Social distancing will be implemented whenever possible. Larger gatherings of staff and students will be limited as much as possible.

- Staff and students will be trained on COVID-19 and other disease prevention measures, including proper hand washing and sanitation.
- All staff members will self-screen, including temperature checks each morning.
- Students will be asked to self-screen on a daily basis to help monitor possible at-risk symptoms that may occur.
- Electronic walk-through temperature scanners will screen individuals entering each campus.
- Each classroom teacher will have an infrared non-contact thermometer issued to them.
- Each campus will be cleaned and disinfected before staff and students arrive each morning. Classrooms will be cleaned multiple times per day. New electronic cleaning misters will be utilized by maintenance staff to aide in cleaning and disinfecting facilities.
- Hand sanitizer stations will be at entrance/exits of each building. Hand sanitizer will also be provided in each classroom and other rooms when feasible.
- Signage promoting social distancing, hygiene, and other COVID-19 related precautions will be posted throughout the district.
- Desk shields may be installed in classrooms if it is determined they are needed.
- Two additional school nurses have been hired to allow each campus to have a campus nurse. Shelbyville ISD's nursing team will work together to coordinate efforts to promote the best health practices for students and staff at each campus building.
- Visitors will be very restricted in entering school grounds during the school day. Approved visitors will be required to wear a face covering and pass a temperature screening before entering a school facility.

Screening for COVID-19 Before Campus Access

1. Teachers and staff must report to the school if they themselves have COVID-19 symptoms or are test-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 report to the school if they have had close contact with an individual who is test-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.
2. 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 test-confirmed with COVID-19, and instead should opt to receive At-Home Instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is test-confirmed with COVID-19 until the 14-day incubation period has passed.
3. All staff members will self-screen, including temperature checks each morning.

4. Students will be asked to self-screen on a daily basis to help monitor possible at-risk symptoms that may occur.
5. Electronic walk-through temperature scanners will screen individuals entering each campus.
6. Each classroom teacher will have an infrared non-contact thermometer issued to them for additional temperature checks as needed.

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who **themselves** either: (a) are test-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 the school screens the individual to determine any of the below conditions for campus re-entry have been met:
 - o 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:
 - i. at least one day (24 hours) has 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 appeared.
 - o 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.
 - o 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 a physician's office, approved testing location (<https://tdem.texas.gov/covid-19/>), or other site that comes back negative for COVID-19.

Identifying Possible COVID-19 Cases on Campus

- o Any student who shows COVID-19 symptoms while at school will be immediately separated from other students until the student can be picked up by a parent or guardian.
- o Any areas used by an individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be cleaned as soon as is feasible.
- o Students who report feeling feverish will 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 School

1. If an individual who has been in the school is test-confirmed to have COVID-19, the school will 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).
2. The school will 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, unless more than 3 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, the school will notify all teachers, staff, and families of all students in a school if a test-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.

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

Operational Considerations:

Health and Hygiene Practices: General

1. Hand sanitizer stations will be at entrance/exits at each building. Hand sanitation will also be provided in each classroom and other rooms when feasible.
2. Students, teachers, and staff are encouraged to sanitize and/or wash hands frequently.
 - o Students will be encouraged to engage in proper 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.
 - o Students, teachers, and staff will 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, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
3. Each campus will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as providing the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.
 - o Each campus will be cleaned and disinfected before staff and students arrive each morning. This includes 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. Commonly-touched surfaces in classrooms will be cleaned between different class groups, if the same room will be used by multiple class groups. Classrooms will be cleaned multiple times a day. New electronic cleaning misters will be utilized by maintenance staff to aid in cleaning and disinfecting facilities. Products will be stored safely, including storing harmful products where children cannot access them, and ensuring that harmful cleaning products are not used near children.

4. Whenever possible, the school will open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.
5. Signage promoting social distancing, hygiene, and other COVID-19 related precautions will be posted throughout the district.
6. Staff and students will be trained on COVID-19 and other disease prevention measures, including proper hand washing and sanitation.

Health and Hygiene Practices: Masks

1. For the purposes 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. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
2. All staff will wear face shields and/or masks while working around others.
3. All students in grades 6-12 will be required to wear face coverings while at school. This measure may be adjusted if it is determined by the appropriate health authorities that the potential for viral spread has been contained.
4. Students in grades Prek-5 will not be required to wear a face covering at this time, but will have the option to wear one if they choose.
5. The district will issue all students a face covering (students may use their own face covering from home).
6. 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.

Student-Teacher Groupings

Where feasible without disrupting the educational experience, students will be encouraged to practice social distancing.

1. In classroom spaces that allow it, student desks will be placed a minimum of six feet apart when possible.
2. In classrooms where students are regularly within six feet of one another, plans for more frequent hand washing and/or hand sanitizing will be emphasized and increased airflow from the outdoors when possible.

3. Desk shields may be installed in classrooms if it is determined they are needed.

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 likely reduced risk of virus spread outdoors.
2. The school will continue to offer extracurricular activities, at our discretion and consistent with the guidance in this document, for non-UIL extracurricular activities and with the guidance found on the UIL website for all UIL activities. Staff and students will be trained on COVID-19 and other disease prevention measures. Proper hand sanitation and disease prevention methods will be emphasized after each activity.
3. As is the case in typical years, school systems with policies that allow it may open facilities to the public. Operation of the facilities should be done consistent with the governor's executive orders for similar activities. These circumstances will be very limited and discouraged.
4. Social distancing will be implemented whenever possible. Larger gatherings of staff and students will be limited as much as possible.
5. Each campus will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.
6. Assemblies and other activities that bring large groupings of students and/or teachers and staff together will be at a very minimum.

Transportation

Families are encouraged to transport their children to and from school if possible. The pandemic presents unique challenges related to bus transportation, including the limited ability to distance students from one another.

- Bus routes have been reconfigured and an additional bus purchased to limit the number of students riding each bus on a daily basis.
- All students riding the bus will be required to wear face coverings while on the bus.
- When possible, windows will be opened to allow outside air to circulate in the bus.
- Students will be assigned to a seating chart on buses and distancing will be promoted as much as space limits allow.
- Students may only ride in their assigned seat on their designated route on a daily basis. Students requiring a different bus route for extenuating circumstances must have the second seat/route approved during bus pre-registration.
- All students will use hand sanitizer (located at the bus entrance) before going to their seats.
- Bus drivers will wear face coverings at all times during a bus route.
- All buses will be sanitized before each route.
- Students are expected to comply with all bus riding guidelines at all times.

Food Service

- All food service personnel will utilize Personal Protective Equipment (PPE) including gloves and face coverings while performing duties and will continue to be trained in best practices regarding health and hygiene.
- Cafeteria and serving areas will be cleaned on an ongoing basis.
- To ensure the safety of students and staff, no outside food deliveries will be accepted. Moreover, no visitors will be allowed in the cafeteria for breakfast or lunch.
- Some school lunch times have been adjusted to lower the number of students in the cafeteria at one time.
- Cafeteria tables will be spread out and seating reconfigured to promote social distancing as much as possible.

Visits to Schools

- Visitors will be very restricted in entering school grounds during the school day. Approved visitors will be required to wear a face covering and pass a temperature screening before entering a school facility.
- Visits to the school will be restricted to only those essential to school operations.

Security

- The guard booth will continue to be manned throughout the school day.
- Additional security doors, cameras, and locks have been installed at each campus to increase the security capabilities of each building.

Staffing

1. School employees, like employees of any organization, must continue to meet the work expectations set by the school district, subject to any applicable employment contract terms or legal requirements. The district shall work with teachers and other staff to ensure the safety of students, teachers, and staff.
2. School teachers and staff should be trained specifically on the protocols outlined in this document and the practices adopted by their school system. 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.
3. In-person staff meetings or other opportunities for adults to congregate in close settings will be reduced as much as possible. When such meetings are necessary, everyone must follow the mask protocols in this guidance, remain at least 6 feet apart where feasible, consider the use of dividers, and consider whether increased airflow from the outdoors is possible in those settings.

COVID-19 Symptoms

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

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
- Headache
- Chills
- Sore Throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or aches
- Diarrhea
- Nausea or vomiting

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. In general, close contact is defined as:

- being directly exposed to infectious secretions (e.g., being coughed on); or
- being within 6 feet for a largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 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 test-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.