

# **Richards ISD Reopening Plan 2020-2021**

Richards ISD is committed to the health and safety of every student and staff member as well as our community. We will follow the guidance and best practices of the Center for Disease Control (CDC), Texas Department of State Health Services (TDSHS), Public Health Region 04/05N Health Department, Texas Education Agency (TEA), and local governance. This plan was last modified based on the most current TEA guidance and Texas Governor Executive Order GA-29 (7/2/2020) regarding the wearing of masks. This situation continues to remain fluid and changes may occur. Richards ISD will always make decisions based on what is best for all students.

## **General Health & Safety Protocols**

- Campus staff will be trained in COVID-19 safety protocols.
- Disinfectants will be used for deep cleaning campus. (The District will store these products safely and ensure that harmful cleaning products are not used near children.)
  
- Students, teachers, staff, and essential campus visitors/volunteers will be encouraged to sanitize and wash hands frequently.
- Hand sanitizer will be available in each classroom and at each entrance to the buildings.
- No outside visitors or parents will be allowed to come to school for lunch at least during the fall semester.
- Visitors and volunteers will be limited. NOTE: essential volunteers scheduled for work at a campus will be pre-screened for temperature/symptoms before admittance on campus. A signed pre-screening attestation will be required before entering the building.
- Richards ISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus until they meet the criteria for re-entry to the campus.
- Currently, all locker rooms and shower rooms are “CLOSED.” This guideline could change.

## Health Self-Screening for Staff & Students

- Students and staff are required to take their own temperatures daily before arriving at school. Anyone with a fever of **100 or higher** should not come to school or a RISD facility. (TEA mandate)
- Students and staff **are required** to self-screen before coming to school by asking the following question (TEA mandate):

**Have you recently begun experiencing any of the following in a way that is not normal for you?**

- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
  - 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
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- Additionally, teachers, staff, and students must report to campus/district administration if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined in this document, and, if so, must remain off campus until the 14-day incubation period has passed.
  - Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.
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- Students and staff may be subject to periodic temperature checks for verification, especially if they are feeling ill or suspected of having a fever during the school day.
  - Teachers will have access to a touch-free forehead thermometer to check/verify temperatures throughout the day as needed and will immediately send anyone with a **100 or higher** temperature to the front office.

- Teachers, staff, and students must report to campus/district administration if they 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.
- “Close contact” is defined by the Centers for Disease Control and Prevention (CDC) as:
- Richards ISD will be pre-screening all contracted workers and essential volunteers before they are allowed entrance on campus.

### **Protocols for Individuals Confirmed, Suspected, or Exposed to COVID-19**

Any individual, including teachers, staff, students or other campus visitors/volunteers, who either a) are lab-confirmed to have COVID-19 or b) experience symptoms of COVID-19 (as described in this document) **must** stay at home throughout the infection period, and cannot return to the campus until the school screens the individual to determine if the below conditions for campus re-entry have been met.

#### **Confirmed COVID-19**

If an individual who has been in a school is **lab-confirmed to have COVID-19**, the District must notify local Public Health 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).

In the case of **an individual who is diagnosed with COVID-19**, the individual may return to school when a medical professional certifies **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 14 days have passed since symptoms first appeared.

#### **Suspected COVID-19**

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**, the individual is assumed to have COVID-19. The individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If an **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) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

## **Exposed to COVID-19**

**Individuals**, including students, teachers, staff or other campus visitors, and volunteers, **who have had close contact (as defined at the beginning of this document) with someone who is lab-confirmed to have COVID-19**, should stay at home through the 14-day incubation period, and should not be allowed on campus.

RISD designated personnel will screen individuals after the incubation period has concluded. If the individual did not experience COVID-19 symptoms during that period, the individual could be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

## **Bus Transportation Protocols**

- Families are encouraged to drop students off, carpool, or walk with their students to school to reduce possible virus exposure on buses.
- RISD will provide bus transportation options at the beginning of the fall semester as conditions are evaluated and ridership numbers examined.
- Bus drivers will be trained in COVID-19 safety protocols.
- Every effort will be made to social distance while on the bus.....
- Each bus/route will be limited to one student per seat or two students from the same household.
- All drivers, and students in 4<sup>th</sup> grade or above will wear a mask. Masks for students younger than 10 years old are optional.
- Hand sanitizer is on all buses and is to be used by students when boarding and exiting the bus.
- Seats, handles, and high-touch areas will be disinfected after each route.
- When possible, bus windows will be opened to allow outside air to circulate in the bus.

## **Lunchroom Safety**

- RISD plans to utilize the school cafeteria and classrooms for student meals. NOTE: no parents/visitors will be allowed to visit during lunch. This will remain in effect for at least the fall semester.
- Modifications to lunch procedures will be based on what is feasible for each grade. These adjustments could include a combination of staggered schedules, classroom meals, additional lunch periods, rotating groups eating in classrooms and the cafeteria, and classes eating together with spacing between groups.
- Cafeteria staff will be trained in COVID-19 safety protocols.
- All cafeteria staff will be wearing masks and gloves while serving students.
  - Seats, tables, door handles, and high-touch areas will be disinfected regularly.
- Food items may be pre-packed and boxed to minimize face-to-face contact in the cafeteria line.

## Personal Protective Equipment (PPE) & Masks

- For 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.
- According to health guidelines released by the Texas Education Agency, masks are not developmentally appropriate for Pre-Kindergarten and Kindergarten students.
- For students PK-3, parents may determine if masks or face coverings are developmentally appropriate. At this time, masks **remain an option** and are not mandated for any student PK-3.
- For students grade 4-12, masks or face coverings **are required** in accordance with the Governor's Executive Order GA-29 (TEA mandate).
- All RISD staff will wear face coverings, masks or shields in accordance with the Governor's Executive Order GA-29.
- Executive Order GA-29 requires a mask except:
  - wherever it is feasible to maintain six feet of social distancing from another person not in the same household;
  - if a person has a medical condition or disability that prevents wearing a face covering;
  - while consuming food or drink, or seated to eat or drink;
  - while exercising outdoors or engaging in physical activity outdoors while maintaining a safe distance from other people not in the same household;
  - while giving a speech to an audience while maintaining a safe distance.

## **Handwashing & Hand Sanitizers**

- Students and staff will be trained in proper handwashing protocols to prevent COVID-19 and the spread of germs.
- Elementary teachers will be encouraged students to wash hands for at least 20 seconds at least two times each day. In addition, all students will be encouraged to wash hands after using the restroom and before eating.
- Hand sanitizer is available in each classroom and hallways.

## **Social Distancing Protocols**

- Students and staff will be trained in proper social distancing.
- Social distancing becomes a personal responsibility of each individual attending school.
- Anyone causing a disruption or unwillingness to follow RISD safety protocols, putting students/staff at unnecessary risk may be asked to leave the premises immediately.
- Whenever possible throughout the day, students and staff will remain six feet apart.

## **Cleaning & Disinfectant Protocols**

- RISD custodial employees have been trained on COVID-19 safety protocols.
- Cleaning and disinfecting will occur daily in every classroom, commons area, and on high-touch surfaces.
- Every classroom and office area will have disinfectant in a spray bottle for employees to use in high-touch areas throughout the school day. In addition to cleanings throughout each day, restrooms, cafeteria, and computer lab will undergo extensive cleaning after each day's use.

## **Protocols for Confirmed COVID-19**

The District 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 three days have already passed since that person was on campus.

## **Instructional Delivery Options**

Richards ISD is committed to providing rigorous, TEKS-based instruction to all students whether they attend school face-to-face or select remote instruction. We recognize that this may be a challenging year, but we are embracing the opportunity to expand and maximize learning for all students. We will offer face-to-face instruction and remote instruction for all students for the fall semester of the 2020-21 school year. As our local/state conditions change, our plans may change accordingly.

## **Registration**

Registration will take place during the week of August 17<sup>th</sup> – 21<sup>st</sup> for the following students:

- Any new students to the district.
- Any students new or returning students who are planning on doing remote learning.

**Once parents select an instructional model, the student will remain in that setting until the end of the six week grading period.**

**Reminder:** The first day of school is Monday, August 24.

## **7-12 Schedule Pick Up Options:**

- **Students may have their schedule emailed to them please email Counselor Lori Stephens @ [lstephens@richardsisd.net](mailto:lstephens@richardsisd.net)**
- **Schedules will be made available for in person pick up the week of August 17<sup>th</sup> – 21<sup>st</sup>.**

## **Face-to-Face Instruction**

The key to returning to successful, sustained in-person instruction will be our commitment to health and safety guidelines (below). In-person instruction will resume on August 24<sup>th</sup>. Students will follow regular schedules and course assignments.

## **Safety Guidelines for Face-to-Face Instruction**

All classrooms will be equipped with hand sanitizer, and bathrooms will be stocked with soap and paper towels. Parents do not need to send additional cleaning supplies to the campus.

All students will receive instruction on the first day of school on appropriate hygiene practices and mitigation strategies and will be reinforced throughout the school year. We have faith that our students will embrace doing their part to keep their home and school families safe.

## **PUBLIC HEALTH STATEMENT**

As it has always been, the health and safety of our staff and students remain our highest priority. While it is not possible to eliminate all risk of furthering the spread of COVID-19, this guidance document contains information on practices that minimize the likelihood of viral spread. These protocols and guidelines will be modified based on public health and governmental directives, and advancing scientific knowledge on the transmissibility of COVID-19. We also believe that educating our students about proper hygiene techniques and necessary safety measures to prevent the spread will not only keep them safe but will also keep their respective families safe.

## **Face-to-Face Instruction**

### **AT HOME**

#### **BEFORE SCHOOL; SELF- SCREENING**

- Parents/guardians are required to screen their students for COVID-19 symptoms each day before sending their students to school. Details for self-screening are outlined in this document.
- 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 lab-confirmed with COVID-19. o Children remaining at home will receive remote instruction until the conditions for re-entry are met.
- Any child who has had close contact (as defined at the beginning of this document) with an individual who is lab-confirmed with COVID-19 will receive remote instruction until the 14-day incubation period has passed.

### **ARRIVAL TIMES**

- Arrival procedures will be created to facilitate social distancing protocols.
- Students will arrive by walk-up, car drop-off, or school bus. Parents/guardians dropping off students will not be able to leave their cars.
- Hand sanitizer will be available at the main entrance to the campus, in classrooms, in the cafeteria, and common areas

### **DISMISSAL**

- Dismissal procedures will be created to facilitate social distancing protocols.



- The District may designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders, or grade levels will help manage student movement in the building and decrease the risk of potential crowding during dismissal time.
- Parents picking up students when school is dismissed will coordinate with office personnel the time they will be at the school. If pick time is after 3:05pm your child will be assigned to the car rider line. This will allow for a smooth transition for departure.
- Hand sanitizer will be available at the main exit of the campus, in classrooms, in the cafeteria, and common areas throughout the campus.
- Early pick-ups are discouraged before dismissal time.

## **MASKS/FACE COVERINGS**

Under Governor's Executive Order GA-29, staff and all students over 10 years old will wear masks upon entry into any school facility, in classrooms when 6' distancing is not feasible, any time they leave their classrooms such as when going to the bathroom, and any time in transition as students move from one classroom or space to another, and on school buses. As a requirement for Richards ISD, 4<sup>th</sup> grade students, regardless of their age, will be required to wear a mask. Specific mask protocols are included above in the Personal Protective Equipment (PPE) & Masks section.

- Students and staff may provide their own masks. Any masks with designs must be school appropriate (as determined by campus administration).

## **CLASSROOM**

- Teachers will monitor students throughout the day and refer to the front office if symptoms are present.
- Each classroom will have the following:
  - Visual reminders of distancing requirements
  - Refillable hand sanitizer stations
  - Disinfectant in a spray bottle with cleaning cloths provided for employees to use in high-touch areas throughout the school day
- In classroom spaces that allow it, desks will be placed a minimum of six feet apart when possible. Teachers will:
  - Encourage hand hygiene upon entering the classroom and after group activities.
  - Establish student responsibilities to clean personal areas and materials/supplies with hand sanitizer, and other self-cleaning products

- Limit the use of shared supplies when possible. Commonly-touched surfaces and supplies in classrooms will be disinfected between different class groups if multiple class groups use the same room.

### **ISOLATION PROTOCOLS**

- When a student has displayed symptoms of COVID-19, district personnel will provide a clinical screening to determine if and when a student needs to be sent home.

### **STUDENTS AND STAFF DISPLAYING COVID-19 SYMPTOMS**

- Students who are ill will be separated from their peers and should be picked up by the student's parent/guardian.
- The district will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as it is feasible.
- District communication will be provided to the teachers, staff, and families of students who had close contact with a COVID-19 positive student or staff member.
- Consistent with school notification requirements for other communicable diseases and consistent with legal confidentiality requirements, the district will notify all teachers, staff, and families of all students on campus if a lab-confirmed COVID-19 case is identified among students, teachers or staff on that campus.
- Staff members displaying COVID-19 symptoms will follow district protocols, including isolation from students and other staff members.

## **COMMON AREAS AND TRANSITIONS**

- Campus-specific transition procedures will be created to facilitate social distancing protocols.
- Staff and 4<sup>th</sup> through 12<sup>th</sup> grade students are required to wear masks. (TEA mandate)
- Staggered releases from each class may be organized to limit the number of students in the hallway during transitions.
- When transitioning between classes, students will be encouraged to maintain social distancing as much as possible.
- Visual markers will be developed to help students maintain physical distances and adhere to social distancing.
- Access to hand sanitizer will be provided throughout the campus.

## **WATER**

- Students may bring water bottles from home.
- Students may fill their water bottles at school.
- Water fountains will be turned off but they can use the water fill stations.

## **CAFETERIA BREAKFAST AND LUNCH**

- Richards ISD plans to utilize the school cafeteria as much as possible for student meals. NOTE: At this time no parents/visitors during lunch.
- Modifications to lunch procedures will be based on what is feasible for each campus and grade. These adjustments will include a combination of staggered schedules, classroom meals, rotating groups eating in classrooms and the cafeteria.
- Cafeteria staff will be trained in COVID-19 safety protocols.
- All cafeteria staff will be wearing masks and gloves while serving students.
- Seats, tables, door handles, and high-touch areas will be disinfected regularly.
- When possible, food items will be pre-packed and boxed to minimize face-to-face contact in the cafeteria line.

- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
- Hand sanitizer stations will be available in all cafeteria.
- **For breakfast grades 1-12 will get their breakfast from the cafeteria and go to their homeroom/1<sup>st</sup> period class.**
- **PK –K will report directly to their classroom and will eat breakfast at 8:00am in the cafeteria with their teachers.**

#### **RECESS**

- We will be working on schedules and routines that teach children to maintain safe distances from each other.
- Children will sanitize their hands at the beginning and the end of recess.

#### **VISITORS**

- At this time visitors and volunteers will be limited.
- Volunteers scheduled for work at a campus will be pre-screened for temperature/symptoms before admittance on campus.

#### **PARENT MEETINGS**

- ARD meetings, 504 meetings, and parent conferences will be held virtually or by phone conference when possible.

#### **TRANSPORTATION**

- Richards ISD will provide bus transportation as conditions are evaluated and ridership numbers examined.
- Bus Drivers will be trained in COVID-19 safety protocols.
- Each bus/route will be limited to one student per seat or two students from the same household.
- All drivers will wear masks.
- Hand sanitizer is on all buses and is to be used by students when boarding and exiting the bus.
- Seats, handles, and high-touch areas will be disinfected between routes.
- When possible, bus windows will be opened to allow outside air to circulate in the bus.

**To assist our Transportation Department, during registration, please indicate if you would utilize Richards ISD bus transportation if provided.**

**EXTRACURRICULAR/  
ATHLETICS**

- **Students will be allowed to participate in extracurricular/athletic activities if they choose remote instruction.**
- Students and staff will be trained in COVID-19 safety protocols.
- All participants, coaches, and directors will follow the rules established by the University Interscholastic League and the Texas Education Agency.
- Athletic practices and contests will be conducted following safety protocol provided by guidance from Richards ISD, UIL, and TEA.
- UIL guidance can be found on the UIL Website.
- In response to healthcare providers' focus on the COVID-19 pandemic, the UIL recently waived the required pre-participation physical examination for students involved in athletics who already have a physical on file for the 2019-2020 school year. Those students who are new or do not have a physical already on file will be required to get a physical and complete the pre-participation physical examination form BEFORE participating in athletics for the 2020-2021 school year.
- Bus travel will follow the transportation guidelines provided by Richards ISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines.
- 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 or configured in a way to encourage social distancing.
- Concessions or concession sales will be suspended until further notice.

- Booster club meetings should be held virtually or off-campus to minimize outside exposure to campus.
- Large group practice sessions will adhere to social distancing guidelines provided by an authorized entity (TEA, UIL, etc.).

## **Technology**

**Richards ISD encourages all students who are able to bring an electronic device (i.e. chromebook, laptop, or tablet). Devices will need to be registered with Mr. Portwood during Aug.17<sup>th</sup>-21<sup>st</sup> or the first week of school.**

## **Attendance and Enrollment**

**Richards ISD will be required to record DAILY attendance in face-to-face and remote learning models.** This requirement means students must have documented daily engagement to be counted present for credit purposes.

**Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course (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 effect during the 2020-2021 school year.

## **Communication**

The district and campus will provide official communication through RISD website, district Facebook page, phone/email blasts, and other social media accounts

Procedures have been put into place to better communicate with parents and stake holders to deliver critical information.

Specific questions, concerns, or suggestions should be directed to Superintendent William Boyce, [wboyce@richardsisd.net](mailto:wboyce@richardsisd.net) or Principal John Portwood, [jportwod@richardsisd.net](mailto:jportwod@richardsisd.net)