



Expect To Begin and End Strong

Achieve By Being Engaged Daily

Excel In Order to be LIFE READY

Sam Houston Elementary

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Safety Guidelines Handbook

2020-2021

This document is designed to establish protocols for *Sam Houston Elementary* in reconstituting the traditional face-to-face classroom instruction, disinfecting campuses, and ensuring the safety of students, faculty, staff, and visitors following the COVID-19 pandemic response. These recommendations balance public health concerns against the importance of education and the services schools provide to the community.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly. Consistently implementing these guidelines to the extent feasible is the best way to reduce the potential negative impact of infection on students' educational experiences and to protect staff.

This guidance document contains information on four sets of practices that minimize the likelihood of viral spread at the campus. *Sam Houston Elementary* is committed to actively working together to prevent the spread of this virus through prevention and mitigation practices.

1. Provide Notice: Requirements for parental and public notices
2. Prevent: Practices to Prevent the Virus from Entering the School
3. Respond: Practices to Respond to a Lab-Confirmed Case in the School
4. Mitigate: Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School

Provide Notice

Provide Notice: Requirements for Parental and Public Notices

Sam Houston Elementary has **Developed a Plan for On-Campus Activities and Instruction.**)

The plan is intended to provide a summary of what the campus will implement to mitigate the COVID-19 spread in our schools.

Sam Houston Elementary has designated Mary Ann Flores Campus Nurse and Janie Vichique Campus Nurse at 956-797-8496 as the point of contact for responding to COVID-19 concerns at the campus.

Sam Houston Elementary will provide updates with regards to announcements concerning COVID-19 through phone calls.

PREVENTION

Prevent: Practices to Prevent the Virus from Entering the School

Protocol for Staff Entering Sam Houston Elementary School

La Feria I.S.D. will require teachers and staff to be screened for COVID-19 symptoms before coming into campus each day. Additional, employees will be screened when reporting to work. Employees must enter through one of the campus/department designated “symptom check” points for daily screenings. Sam Houston staff will enter through the front doors when they report to work each day to ensure nursing staff has an opportunity to evaluate their temperature. A daily log of temperatures and symptoms check will be kept for all employees.

If an employee has a temperature of 100.0 degrees or higher or other indicators as listed on the questionnaire, they will be sent home immediately and instructed to promptly contact their doctor. LFISD administration will follow up with an employee who is sent home and follow-up of guidelines to return to work.

Protocol for Students Entering Sam Houston Elementary School

All students will be required to self-screen or have their parent/guardian screen them for signs or symptoms of COVID-19.

Student at Home COVID-19 Screening Chart

1. Has my child taken any Fever/Pain reducing medication such as Tylenol (acetaminophen)/Motrin (Ibuprofen) in the past 24 hours?

Yes

No

2. Does my child have any of these signs/symptoms? Yes/No

Fever of 100.0 F or greater

Chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

3. Has my child been in close contact, (within 6 feet for 15min while not wearing a mask), to anyone with a lab-confirmed COVID-19 result in the past 14 days?

Yes

No

4. Has my child had a positive lab-confirmed COVID-19 result in the past 14 days?

Yes

No

v If you have a YES response to any of these questions your child should stay home, and you should contact the School Nurse. Students will not be able to report to school or entry of any district building or facility until cleared by the School Nurse.

Conditions for Campus Re-Entry

v Any student who themselves either (A.) Has a lab-confirmed COVID-19 result. (B.) Experience symptoms of COVID-19. Must have over the phone screening done by School Nurse to determine if a student meets conditions for campus re-entry.

1. In the case of a student with lab-confirmed COVID-19 results.

- a. At least 14 days have passed since symptoms first appeared.
- b. At least three days (72 hours) have passed since recovery with resolution of fever without the use of fever-reducing medication.
- c. The student has improvement in symptoms
- d. Students must obtain a medical professional's note clearing the student to return to school.

2. In the case of a student who has symptoms of COVID-19 who is not evaluated by a medical professional or tested for COVID-19, the student is assumed to have COVID-19.

- a. At least 14 days have passed since symptoms first appeared.
- b. At least three days (72 hours) have passed since recovery with resolution of fever without the use of fever-reducing medication.
- c. The student has improvement in symptoms

3. If the student has symptoms of COVID-19 and wants to return to school before completing the above conditions the student must either

- a. Obtain a medical professional's note clearing the student for return based on an alternate diagnosis or

b. Receive two separate confirmations at least 24 hours apart that they are lab-negative for COVID-19 at an approved COVID-19 testing location.

✓ **COVID-19 testing locations found at <https://tdem.texas.gov/covid-19/>.**

Campus Nurse: Mary Ann Flores

Janie Vichique

Phone Number: 956-797-8496

For students that are dropped off,...

- Staff will meet students at the drop off area in the front of the cafeteria doors to monitor social distancing.
- Parents of elementary students will be required to assist their child in getting out of vehicles.
- A staff member will be available at the identified drop-off/pick-up location to verify that the parent has completed the self-check form while the student is in the vehicle.
- Student temperature will be checked prior to exiting the car.

For students that walk to school,...

- Students that walk to Sam Houston Elementary will enter through the main doors to be evaluated by the campus nurse or office staff.
- A staff member will be available at the identified location to complete the self-check form with the student and take the student's temperature.

For students that ride the bus,...

- Staff will meet students at the bus area to monitor social distancing.
- Students will report to designated areas designed to allow for social distancing.
- Students will have designated seats on buses. Seats will be assigned to keep families together and will be assigned to reduce to minimize passing each other when loading and unloading (first off will be last on and will sit at the front/last off, first on).
- Temperatures will be taken when students enter the bus. If a student has a temperature, he/she will not be allowed to attend in-person to school.
- Students will use hand sanitizer provided in the bus upon entering and when exiting the bus.
- Driver/Monitor will dismiss students one at a time, students must remain in their seat until they are called.
- Screenings will be conducted when students are picked up each morning. The questions from CDC on the symptoms will be posted on the bus.

Protocol for Visitors Entering School

Excluding parental drop-off and pick-up as discussed above, before visitors are allowed on campuses, *Sam Houston Elementary* will screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) 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.

***Sam Houston Elementary* will restrict visits in schools to only those essential to school operations.**

When possible, parent contacts will be made via telephone or teleconferencing meetings.

Visitors to campuses will be limited to emergency situations only. Upon entering, visitors will be screened and will remain in the lobby area at front a staff member will meet the visitors to do a temperature check and administer a self check questionnaire.

At no time will visitors be permitted to interact with students.

Visitors will remain in the front waiting area at each campus.

All parent meetings will be scheduled using zoom or phone calls unless otherwise not avoidable. If a face-to-face meeting is needed, parents will remain in the front office area.

Observations of classrooms will not be permitted.

For the 2020-2021 school year, breakfast/lunch will not be allowed to be dropped off for students.

Identifying Possible COVID-19 Cases on Campus

- ***Sam Houston Elementary* 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.**
- ***Sam Houston Elementary* 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

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 in a school is lab-confirmed to have COVID-19, *Sam Houston Elementary* must notify the Cameron County 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. *Sam Houston Elementary* 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, *Sam Houston Elementary* will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on-campus activities. Notification will be provided through a phone call by a designated staff member.

MITIGATE

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

Sanitation Stations Before Entering Sam Houston Elementary

At Sam Houston Elementary we will have two portable hand washing stations that will be placed at certain locations to ensure access to sanitize our hands before entering the school.

- One station will be placed in the front of the main door.
- One station will be placed in the north gym door.

Face Coverings for Staff and Visitors

Staff

- Staff shall wear masks or face covering while at the campus and at all times.

visitors)

- Visitors will be required to wear masks or face covering while at the campus and at all times.

Face Covering Procedures For Students

While at school, students will be required to follow these guidelines:

- Students shall wear masks or face coverings (**face masks or face shields PK-3 to 2nd grade, 3rd grade-12 face masks**)
- Students shall maintain social distancing of at least 6 feet from one another.
- Students shall wash their hands and/or use hand sanitizer throughout their time in the building.
- Students shall not shake hands, touch, or hug others.

Protocol for health reasons that students cannot wear masks.

- Students who can show a predetermined health condition that prohibits them for wearing a face covering will need to notify the campus administrators. Medical information will be verified and a plan will be created to increase daily monitoring of the student temperature as well as a daily log to monitor hand hygiene.
- Students who have been determined to have a medical reason that forbids them to wear any type of face covering (masks or shields) will be monitored to ensure social distance of 6ft on common areas and will be provided a clear and protected desk area to have a safe learning environment.

Protocol for 2nd temp. check for students that normal temp is high

Temperature Monitoring

- Students who show evidence of high temperature readings that do not reach the threshold of 100.4 will be screened for one day at 30 minute intervals to identify their individual average temperature reading. Their individual temperature reading will be used from that moment on to determine a high temperature reading during screening.

Classroom Procedures

Classrooms

- Students will not share supplies in the classroom.
- Students will be provided with their own plastic storage containers to keep their supplies safe and secured.
- Students will be provided their own cubby to store plastic containers with supplies.
- Pre-Kinder - 1st grade classrooms will be divided on each row with plastic curtains to prevent children from side to side contamination.
- Pre-Kinder - 1st grade will be provided a plastic desk divider to prevent front and back contamination.
- Classrooms will be decluttered to maximize space for student safety.
- Classrooms will have hand sanitizer dispensers filled so that students can use as they enter and exit.
- Classrooms will have signage added that speak to the safety measures as recommended by CDC.
- In classroom spaces that allow it, La Feria I.S.D. will place student desks a minimum of six feet apart when possible.
- In classrooms where students are regularly within six feet of one another, campuses will plan for more frequent hand washing and/or hand sanitizing and will consider whether increased airflow from the outdoors is possible.

Limiting student mixing will be managed.

Music Classes

- Music Classes will be provided in the students' homeroom classroom through zoom or google meets.

Play Ground

- Playground equipment will not be utilized for the school year 2020-2021. Students will be given the opportunity to enjoy the outdoors but will be limited to activities that can be achieved individually.

Classroom Sanitation

- Classrooms will be sanitized twice daily. Staff will prop open doors in classrooms and halls to eliminate the possibility of the spreading of the virus on doors.
- Pre-k/kinder restrooms will be sanitized at least four times per day.
- Handles and other high-touch objects will be cleaned hourly.
- Hand sanitizer is available in each classroom, at all entrances and throughout common areas throughout the campus.

Self-contained classrooms

Self Contained

- Classrooms will be sanitized twice daily. Staff will prop open doors in classrooms and halls to eliminate the possibility of the spreading of the virus on doors.
- Teachers will be provided with medical gowns, gloves and face shields. These items will provide the teachers the ability to meet the emotional demands of a self contained classroom.
- Handles and other high-touch objects will be cleaned hourly.
- Hand sanitizer is available in each classroom, at all entrances and throughout common areas throughout the campus.
- Restrooms in the self-contained classroom will be sanitized four times a day.

Items permitted to be brought from home.

Lunch

- Students will be permitted to bring their own lunch. The lunch shall be individually wrapped in a lunch box and at no time will the student be permitted to share with anyone.

Learning Materials

- Students will be allowed to bring their own supplies and any other learning materials. All materials shall be in their backpack and at no point will the student be permitted to share with anyone.

Student hand sanitation protocol

Describe protocol for washing hands, using hand sanitizer.

- Students will be required to wash hands for a minimum of three times a day.
- Students will also be required to practice good hand hygiene by utilizing the sanitizing devices that are placed throughout the campus.
- Teachers will be required to hold weekly instruction on Hand Hygiene practices.
- All students will be monitored to ensure that they are properly washing their hands on every restroom break.

Water Breaks

Water Fountains

- Students will not have access to traditional water fountains.
- Each campus will have multiple water bottle filling stations for student use.
- Students will be able to fill their water bottles at designated times.
- Water fill stations must be sanitized after each use. Staff will supervise the refiling of water bottles to allow for sanitizing.
- Hands sanitizers must be used by each student prior to utilizing the filling station.
- Sanitizers will be stationed right next to the filling stations.

Physical Education and Recess

Physical Education

- Physical education class will be provided to every student on a daily basis. All students will be kept at a minimum of 6 feet apart.
- Physical education class will be held outdoors as much as possible and as permitted by the weather.

Breakfast and Lunch Procedures

Lunch at Sam Houston Elementary

- Meals will be served to students in classrooms at Sam Houston Elementary. The CNS Department and the Custodial Department will coordinate daily for cleaning, disinfecting, and sanitizing duties.
- Students will receive 30 minutes for lunch.
- Lunch times will be scattered to ensure proper student monitoring to enforce social distancing during lunch time.
- Meals with your child at school will be suspended until further notice.

Breakfast at Sam Houston Elementary

- Breakfast will be served in the classroom and monitored by the classroom teacher.

Protocol for library

Library

- Sam Houston will have a traveling librarian that will present lessons to students at their homeroom classroom.
- Students will pre-select titles that will be checked out for them and be delivered to them.
- Books that are returned will be quarantined for the minimum of 5 days and sanitized before being brought back into circulation.

Nurse's Office

Medication distribution

- Nurses will administer the distribution of medication to every student following all precautionary protocols as outlined by their professional training.

Management of persons/students presenting as ill to prevent potential outbreak.

- The school 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.
- Schools 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.

Procedures for Common Areas

Hallway Traffic

- In an effort to reduce congestion in hallways, each campus has established one-way directional pathways. Signage on floors and around the campus will assist in maintaining social distance.
- All staff will monitor hallways to promote social distancing.

Front Pick-up Area

- Students will be housed in the cafeteria for after school pick up. All students will be spaced out at a minimum of 6 feet and will be monitored by staff at all times to ensure social distancing.

Bus Area

- Students will be housed in the Gym before loading on the bus. All students will be spaced out at a minimum of 6 feet and will be monitored by staff at all times to ensure social distancing.

Campus procedures to disinfect campus facility

- Hand sanitizers will be available in every classroom, every campus door and before entering the school.
- Restrooms will be sanitized throughout the day. Custodial staff will utilize a disinfecting fogger to ensure adequate coverage of surfaces.
- High traffic door handles will be cleaned every morning, every evening and through the school day.
- Classrooms will be thoroughly disinfected every evening and throughout the day as needed.

UIL ACTIVITIES

La Feria ISD will continue to work with UIL along with state officials and monitor CDC and other federal guidance to determine any potential modifications. La Feria ISD will follow all local and state requirements when considering any and all UIL activities.

Training

- District will have train-the-trainer (TOT) sessions. Appropriate personnel will be trained on protocols and proper use of Personal Protective Equipment (PPE).
- All employees will be trained on basic identification of COVID-19 symptoms by the district/campus nurse (See COVID-19 Symptoms Checklist)
- Parents/guardians will be trained on student attendance protocols.
- Parents/guardians will be trained on grading policies.

Policy and Procedures

- District's Policies will be updated to reflect updated CDC guidelines.
- Duties and responsibilities of some employees will be amended to ensure the safety of all stakeholders.
- District will identify point of contact personnel at every campus to handle COVID-19 questions.(Campus Crisis Team designee)

Parents/guardians will receive updated information outlined in the COVID-19 District Reopening Plan with included CDC guidelines and recommendations. The plan will be uploaded in the District's website.

Adjustments will be made to mitigate concerns related to COVID-19. These recommendations are compiled from the Texas Department of Health, Texas Education Agency (TEA), Center for Disease and Prevention (CDC), and the Texas School Safety Center.