



LEAKEY ISD PREPAREDNESS
RESPONSE PROTOCOL FOR
INFECTIOUS DISEASES
INCLUDING COVID-19

This document is an attempt to better equip stakeholders with knowledge on what mitigation steps Leahey ISD is taking to counter the spread of COVID-19 and other infectious diseases.

Leakey ISD 2021-202 COVID-19 Preparedness Response Protocol and Action Items For Confirmed or Suspected Cases of COVID-19

This document will serve as a guide for Leakey ISD's preparedness in responding to the COVID-19 crisis. In no way is the document comprehensive. It will serve as a starting place for LISD's response. This document is 'living', in that the District may have to add or terminate existing/new protocols as the need arises. Experts agree that the COVID-19 crisis changes daily. This document will be able to respond, as changing circumstances dictate.

This document is the fruit of the labor of the LISD COVID Preparedness Response Team (CPRT). Each procedure presented by the CPRT members was scrutinized using the following questions: 1) Will it make our kids safer? 2) How much time will it take from the instructional day? 3) Is it financially possible or feasible? 4) Will this add or take away from our children's education?

This document includes the following sections:

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


Considerations

Federal, State, and Local Authorities

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

District Level Considerations

- Board-approved Calendar
- Teachers Contractual Schedule
- TEA Waivers
- TSDS PEIMS Reporting/Data (PEIMS-attendance data)
- Communication Plans: Internal/External
- Existing Emergency Operations plans
- Staffing Decisions
- Transportation
- Class Schedules
- Extracurricular Activities
 - Athletics, Music Instruments, Gym Equipment, CTE Programs, etc.
- Child Nutrition Services
 - Meal Scheduling
 - Hygiene
- Passing Periods
- Social distancing
- Custodial Cleaning Protocols
 - Classroom, Campus, Common Areas, Restrooms, Use of Water Fountains, etc.
- Instructional delivery methods
 - 100% Face to Face
 - 100% Remote Instruction
 - Hybrid – a combination of Face to Face and Remote
- Health Services Coordination
 - Individual Sickness/Temperature

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- Procedures for Temperature Checks
 - Parent and staff daily attestations (parents checking and reporting on the health of their student)
 - Quarantine Logistics/Communications/Monitoring
 - Instructional Models and Instructional Minutes
 - Instructional Materials
 - Special Programs – Special Ed, ELL, 504
 - ARDs, Evaluations, Services Special
 - Population Services
 - Local Testing Calendars for Unit Assessments, Early Diagnostics, etc.
 - Documentation Requirements
 - Instructional, Grades, Evaluations, etc.
 - Registration Processes
 - Special Population Services
 - Technology Devices
 - Hot Spots – Inventory and Asset Management
 - Equipment – quantity and condition
 - Professional Development
 - PPE (personal protective equipment)
 - School Programs
 - Open House/Meet the Eagles
 - Pep rallies
 - Parent Conferences
 - Award Ceremonies
 - Class Parties
 - Visitor Policies
 - Numbers
 - Temperature checks
 - Masks
 - Signage for schools
 - Staff Meeting Protocols
 - Enrollment
 - Space Allocations
 - Layouts
 - Entrances and Exits

Protocols:

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

School Transportation

- Bus seating is planned to ensure minimum exposure to other grade levels.
- Students and staff that ride the buses will be encouraged to wear masks while on the bus. Buses are the times when there will be the most exposure to others. Wearing masks is one way that exposure can be minimized.
- A hand sanitizer will be at the entrance of the bus and should be utilized both when entering and exiting the bus.
- Temperature checks will not be performed before children get on the bus. This will be addressed in another section.

Breakfast

- Junior High (6-8) and High School (9-12) will have the same breakfast time in the cafeteria and will be following social distancing guidelines as best as the facility will equip.

Cafeteria

- All cafeteria staff will follow Health Authority protocols.
- Cafeteria staff will wash their hands regularly, as the cafeteria manager prescribes.
- Forks and spoons will be provided to all students in/by prescribed sanitary protection.
- Standard practice in the past has been for all tables and seating to be disinfected after each group has eaten a meal. This practice will continue.
- Additional tables will be placed in the cafeteria to add social distancing capacity.
- Secondary students may eat their lunch outside. They will be responsible for disposing of their waste appropriately. Students will still be expected to maintain social distancing.

Classrooms

- We will do our best to maintain exposure between classes to a minimum. Please see the breakfast, lunch, and passing period procedures.
- Students will be asked to social distance to the extent that the class provides.
- To protect faculty and students, all classwork, to the extent possible, will be performed electronically. The District has ordered additional laptops to provide all students with necessary technology.
- K-5 students will be instructed to wash their hands every hour. Hand washing sinks are located in some classrooms/those without a classroom sink will use the restroom to facilitate this.
- Students will be allowed to wear masks, according to their parents' wishes. Such students' compliance with their parents' wishes will be up to each student.
- Shields or clear dividers will be installed where appropriate.
- Drinking fountains will only be used to fill up water bottles. Student use of the water fountains without bottles will be prohibited. The District will provide clear plastic water bottles (as prescribed in the Code of Conduct) to all students free of charge at the beginning of the year. Should there be loss or damage to these water bottles, replacement is the burden of families.
- Classes will be disinfected twice daily, as schedules allow.

Passing Periods

- Passing periods for grades 6-12 will be eight minutes. There will be a weekly rotating 4-minute block for Grades 6-8 and 9-12. Each group will get 4 minutes to transition between classes. Each passing period group will consist of no more than four grade levels at a time. Grade levels are grouped based on their sizes and class schedules.

Lunch

- Elementary (K-5) lunch will be broken up into sessions. Each session will have no more than two grade levels and will be in the cafeteria for 30 minutes. Students will sit with their grade level and social distancing guidelines will be followed.
- Junior High (6-8) and High School (9-12) lunch will be at the same time though we will stagger entrance to the cafeteria some based on the

difference in passing periods. High School students will still be allowed to leave campus for lunch.

PE, sports and extracurricular activities

- All elementary (K-6) PE classes will be conducted separately, by each individual class. While PE, by its very nature, is extremely hard to guarantee strict social distancing policies between students. PE teachers will be cognizant of this fact and plan activities that will ensure as much social distancing as possible.
- All Junior High (6-8) and High School (9-12) PE classes will be conducted together by their grade levels. While PE, by its very nature, is extremely hard to guarantee strict social distancing policies between students. PE teachers will be cognizant of this fact and plan activities that will ensure as much social distancing as possible. PE uniforms for these groups will be provided by the District and washed daily.
- The University Interscholastic League is the governing body of all extracurricular activities. At this time, we have no direction as to whether or not these activities will be performed. LISD will comply with all UIL regulations.

Restrooms/Locker Rooms

- All restrooms and Locker rooms will be disinfected twice daily.

Miscellaneous Activities

- ***The single most important activity that we can do, as LISD Stakeholders, is to monitor our personal health and the health of our students.*** When students and staff come to school while they are ill, all of us are exposed. This is a fact, no matter the illness. Students that are ill, no matter the illness, are not as likely to learn as well, because of their symptoms. Similarly, staff that are ill are not as likely to perform up to their capacity, due to the symptoms of the illness.

This monitoring will begin at home.

At the beginning of the school year, parents will sign a document that will contain information about the District's wellness app. In this document, parents will agree to monitor their child's health and take the appropriate steps, should illness arise. All parents will be required to attest to the health of their students before the start of school daily. Similarly, all staff members will have to attest to their health before the start of school. This will be performed by an app that will

be available to all parents and staff by the start of school.

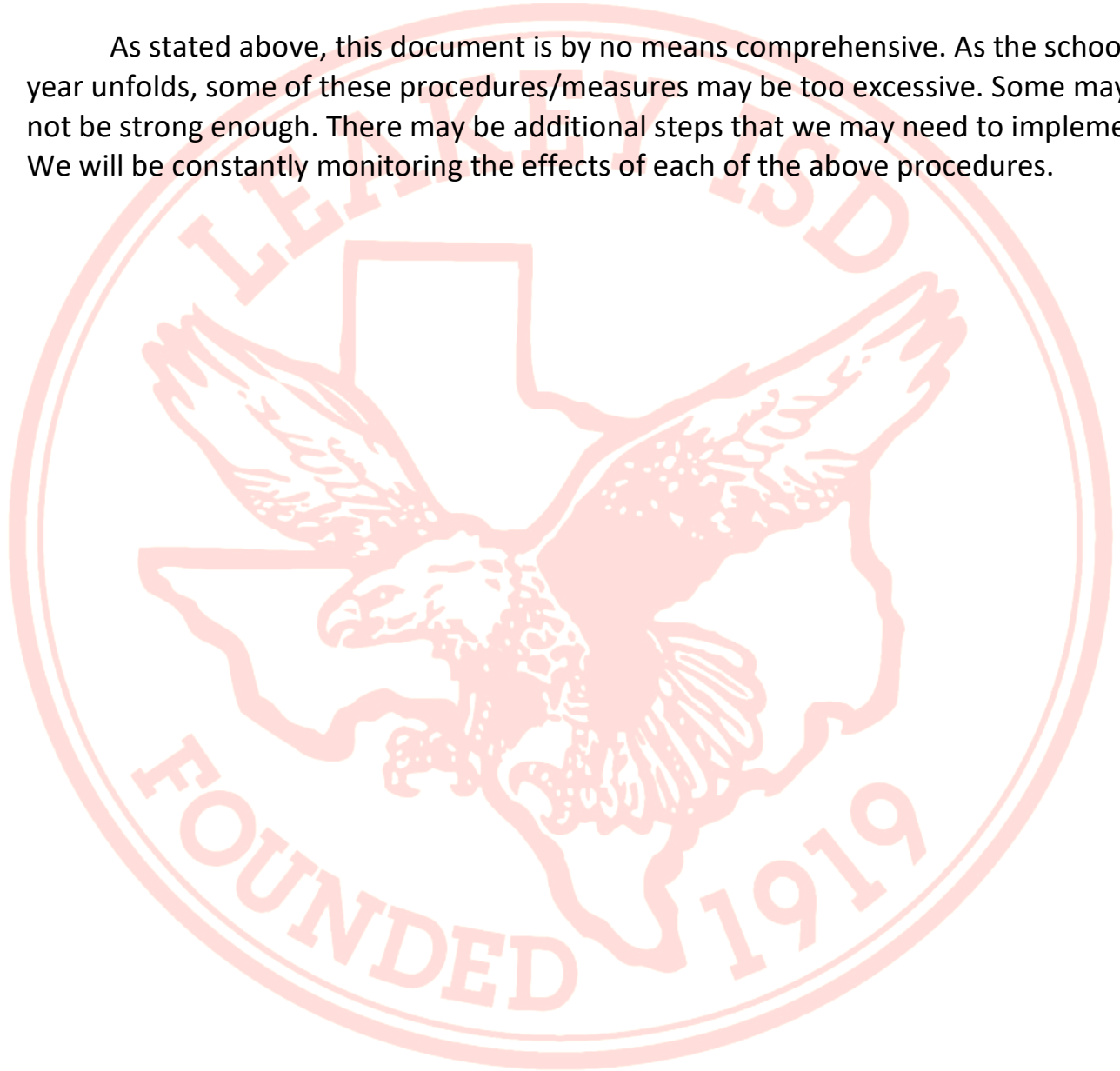
Should either students or staff have either fever or COVID symptoms, they will be requested to stay home and consult with their medical provider.

- **Hand Sanitizer.** All available evidence states that maintaining our hands as clean as possible aids in the contraction and the spreading of COVID-19. Having said that, hand washing is by far the most effective and safe way to comply with this. Sometimes, this is not always possible and LISD will provide as many hand sanitizer stations as possible to facilitate this. There will be stations in every classroom, restroom, and all additional areas that we can locate (cafeteria).
- **Doors.** An area of concern is doors and door handles. All doors that can be propped open will be (Example- cafeteria doors when lunch is in session). All classroom doors will be held open during passing periods. Due to security concerns, all classroom doors will be locked to prevent entry from the outside while classes are in session. Additionally, all exterior doors will remain closed at all times. Doorknobs and handles will be disinfected as many times a day as possible.
- **Education.** In many ways, LISD staff will have to *educate* all children on how to behave in during this time. This will include handwashing, social distancing, behavior while in line, cafeteria behavior, and bus behavior. Any students that commit any infractions will be redirected. There will be no punitive discipline unless the infractions are intentional and habitual.
- **Separation of classes.** While it is impossible to completely accomplish this in a school setting, LISD will implement every measure possible to ensure that classes remain as separate as possible. (Example – Kindergarten students will have as little as possible contact with first graders and so on) This will help us mitigate the possibility of the spread of COVID. Should there be children in a particular class that test positive, we may be able to ‘contain’ exposure to a minimum of students by implementing these procedures.
- **Visitors.** All visitors will report to the front office. Their temperature will be checked, and they will sign a document answering several health questions. A maximum of four parents/guardians will be allowed to eat in the cafeteria at any one time. Because there are several ‘shifts’ at lunch, each group will have the same maximum number. All parents/guardians that want to eat lunch with their child will have to call the office at 830-232-5595 to ensure that there is capacity for them to eat lunch before they travel to the school.
- **Ventilation.** Available information states that ventilation plays a role in the spread of COVID. Most of the District’s HVAC systems are sealed, meaning that there is little exchange of exterior air. To increase the exchange of fresh air in the classrooms, when possible, a window will be cracked (1-2”) to allow for the

entrance of fresh air. Additionally, all classroom HVAC units will have the fan continually running. This procedure will be on a trial basis, as we are not certain that this will be effective.

Summary

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



Quarantine and Close Contact Protocols

Confirmed or Suspected Cases of COVID-19

As provided in [this Department of State Health Services \(DSHS\) Rule](#), school systems must exclude students from attending school in person who are actively sick with COVID-19, who are suspected of being actively sick with COVID-19, or who have received a positive test result for COVID-19, and must immediately notify parents if this is determined while on campus.

Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is test-confirmed with COVID-19, until the conditions for re-entry are met. See the [DSHS rule](#) for more details, including the conditions for ending the exclusion period and returning to school.

To help mitigate the risk of asymptomatic individuals being on Leakey ISD may provide and/or conduct recurring COVID-19 testing using rapid tests provided by the state or other sources. Testing can be conducted with staff. With prior written permission of parents, testing can be conducted with students.

Students Who Are Close Contacts

As a reference, close contact determinations are generally based on [guidance outlined by the CDC](#), which notes that individuals who are fully vaccinated may not need to follow the stay-at-home period.

As noted above, public health authorities will be notified of all positive cases in schools. While school systems are not required to conduct COVID-19 case investigations, local public health entities have authority to investigate cases and are currently engaged in cooperative efforts on that front. Participation by individuals in these investigations remains voluntary. If school systems are made aware that a student is a close contact, the school system must notify the student's parents.

Parents of students who are determined to be close contacts of an individual with COVID-19 may opt to keep their students at home during the recommended stay-at-home period. Parents who opt to send their children to school in the two weeks following exposure are encouraged to closely monitor their children for symptoms.

For individuals who are determined to be close contacts, a 14-day stay-at-home period was previously advised by the CDC based on the incubation period of the virus. CDC has since updated their guidance, and the stay-at-home period can end for students experiencing no symptoms on Day 10 after close contact exposure, if no subsequent COVID-19 testing is performed.

Alternately, students can end the stay-at-home period if they receive a negative result from a PCR acute infection test after the close contact exposure ends.

Staff Who Have COVID-19 or Who are Close Contacts

Similar to students, school systems must exclude staff from attending school in person who are actively sick with COVID-19, who are suspected of being actively sick with COVID-19, or who have received a positive test result for COVID-19. Staff may return when the re-entry conditions have been met, as described in the [DSHS rule](#) used for students.

For staff who are not fully vaccinated who meet the close contact threshold with a COVID-19 positive individual, it is recommended that the staff remain off campus during the stay-at-home period.

For staff who are fully vaccinated who meet the close contact threshold with a COVID-19 positive individual, if these staff continue to work on campus, rapid testing must be performed at the start of the day, at least once every other day until the end of day 10.

Close Contact Definition

1. being directly exposed to infectious secretions (e.g., being coughed on);
or
2. being within 6 feet for a cumulative duration of 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 close contact in K-12 setting is taking down to 3 feet), ventilation, presence of dividers, and case symptomology may affect this determination.
 - a. Either (1) or (2) 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 lab-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

COVID-19 Symptoms

- b. 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?

1. Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
2. Loss of taste or smell
3. Cough
4. Difficulty breathing
5. Shortness of breath
6. Fatigue
7. Headache
8. Chills
9. Sore throat
10. Congestion or runny nose
11. Shaking or exaggerated shivering
12. Significant muscle pain or ache
13. Diarrhea
14. Nausea or vomiting

