



Return to School Protocols

Following are listed the return to onsite work protocols for F. J. Scott Elementary. Due to the nature of our current circumstances a need to change the following protocol to ensure the health and safety of our students, employees and the community may be required. We will be working in conjunction with Federal, State and Local agencies to ensure all safety and accessibility procedures are being met. Please note, health guidance cannot anticipate every unique situation. As a result, we will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, FJS expects all employees, students and families to rigorously follow these practices.

Preparation for the Opening of School

F. J. Scott Elementary will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, F. J. Scott Elementary will implement health and safety plans that include:

- ▶ Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- ▶ Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
- ▶ Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies
- ▶ Providing communication of procedures and expectations upon entering facilities and throughout buildings

Protocols for Screening and Isolation

General

All students and staff will be screened for COVID-19 symptoms daily and individuals with

symptoms will be separated and sent home.

Screening Protocols

- ▶ Staff will be required to complete a self-screening process prior to entering the campus each day, and the district may require further screening of employees at any time based on current state and federal guidelines.
- ▶ A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.
- ▶ 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, and instead should opt to receive remote instruction until the below conditions for re-entry are met.
- ▶ Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:
 - ▶ Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
 - ▶ Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
 - ▶ Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
 - ▶ Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations.](#)
- ▶ Teachers will monitor students and refer them to the nurse if symptoms are present.
- ▶ Weekly reminders about COVID – 19 symptoms and health checks will be provided in employee and family communication.

Isolation Protocols

- ▶ For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- ▶ Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.

- ▶ Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the classroom can be disinfected.
- ▶ If an individual who has been in a school is lab-confirmed to have COVID-19, the school must 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 (ADA) and Family Educational Rights and Privacy Act (FERPA).
- ▶ Schools must 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.
- ▶ District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.
- ▶ 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 permitted to return to school when:
 - ▶ They are 3 days (72 hours) fever-free without using fever-reducing medication;
 - ▶ Improved symptoms (cough, difficulty breathing, etc.);
 - ▶ 10 days have passed since symptoms began.

Protocols for Personal Protective Equipment

Schools are required to comply with the governor's executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours. This requirement is subject to change.

- ▶ 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.
- ▶ Staff and students will appropriately wear face coverings at all times.
- ▶ Students in pre-k through second grade will wear face coverings in hallways, common areas and during arrival and dismissal. Students in Pre-K through second grade will wear face shields while in their classrooms.
- ▶ Students in third through fifth grades will wear face coverings at all times school.
- ▶ It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. However social distancing requirements must be met.
- ▶ Students will not be required to wear face coverings while eating but will be distanced 6 feet apart.

- ▶ Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
 - ▶ Additional protective equipment will be provided to school nurses for use in the clinic.
 - ▶ Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost.
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Protocols for Campus Visitors

All visitors who enter the building will be required to wear a face covering and for visitors. Access to the campus by parents will be limited to the front office and will be subject to additional screening procedures and PPE requirements listed below. District personnel who require access beyond the front office will wear a face covering.

Visitor Screening/PPE Requirements

- ▶ For the health and safety reasons, parents are discouraged from entering the campus and will not be allowed beyond the front office area.
 - ▶ Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
 - ▶ Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc. All parent meeting, ARD's, LPAC, etc. will be conducted virtually during this time.
 - ▶ All visitors will be subject to screening.
 - ▶ If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
 - ▶ All individuals entering the building will be required to wear face coverings.
 - ▶ Visitors will stand behind the shield guard installed at reception desks.
 - ▶ Any Individual permitted to proceed beyond the reception area must follow all safety and campus protocols.
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Protocols for Disinfecting and Hand Sanitizing

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

Hand Washing/Sanitizing Expectations

- ▶ Hand sanitizer will be available at the main entrance to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- ▶ Paper towels will be provided near all doors to use for all high-touch areas.

- ▶ Staff and students will be expected to regularly wash (for at least 20 seconds) or sanitize their hands.
- ▶ Proper handwashing procedures will be discussed at the beginning of the school year and will be continuously reinforced.

Elementary

- ▶ Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
- ▶ Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Disinfecting Expectations

- ▶ Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
 - ▶ Students will be encouraged to sanitize their own spaces as deemed developmentally appropriate.
 - ▶ Staff will limit the use of shared supplies when possible.
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Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Daily Campus Cleaning

- ▶ Each classroom and restroom will be cleaned and disinfected.
- ▶ All high-touch areas will be disinfected throughout the day.
- ▶ Custodians will be expected to wear PPE (masks and gloves) during work hours.
- ▶ Cafeterias will be disinfected between lunch periods.
- ▶ Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- ▶ Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.

- ▶ The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
 - ▶ Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and will be consistently reinforced.
 - ▶ Visuals indicating proper handwashing techniques and social distancing will be displayed to consistently reinforce this practice.
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Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- ▶ All students and staff will be required to use hand sanitizer when entering and exiting common areas.
 - ▶ Classes/grade levels will sign up to reserve common areas.
 - ▶ Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
 - ▶ There will be procedures for students to sanitize their spaces before and after usage.
 - ▶ Number of students in a common area will be based upon social distancing practices.
 - ▶ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
 - ▶ The use of virtual meetings/videoconferencing is preferred when possible, including PTA meetings, ARDs, LPAC, booster club meetings and events.
 - ▶ If meetings must be held in person, all social distancing protocols will be implemented:
 - ▶ Facial coverings
 - ▶ Six-foot social distancing when possible
 - ▶ Limiting the sharing of materials/supplies
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Protocols for Positive COVID-19 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, and all other additional areas throughout the school facility.