

# TEXAS CITY

INDEPENDENT SCHOOL DISTRICT

**LEARNING** TODAY. **LEADING** TOMORROW.

Together  
We Can



## REOPENING TCISD SAFELY 2020-2021

*This guidebook provides general reopening guidelines for Texas City ISD families.  
Information may change based on current state and federal  
mandates, recommendations and guidance.*

Our reopening plan for school operations has been developed around four major areas:

# COMMUNICATION

Reopening information for families and staff

# PREVENTION

Required practices to prevent the virus from entering school

# MITIGATION

Recommended and required practices to reduce the likely spread inside the school

# RESPONSE

Required practices to respond to a lab-confirmed case in a school

**LETTER FROM THE SUPERINTENDENT**



Dear Texas City ISD Family,

A COVID-19 Task Force made up of parents, community, board members, teachers, principals and central office administrators developed guidelines to help ensure a safe and healthy teaching and learning environment for the 2020-2021 school year.

Student and staff safety are at the forefront of all planning. Texas City ISD is prepared to help prevent, mitigate and respond to the COVID-19 virus and this will require our collective efforts.

Our reopening plan calls for three weeks of virtual instruction for all of our students beginning on August 24, 2020. Students who have selected in-person instruction begin on September 14, 2020, while others will continue to learn virtually.

We recognize this initial guidance will need to be regularly updated, so you are encouraged to ask questions as we seek to develop new best practices to serve every child while keeping students and staff safe and healthy. It will take all of us – teachers, staff, parents, business partners, community members and our Board of Trustees – to meet the demands during this time.

We can make a difference and impact the ability of students being able to participate in instruction in our school buildings, as long as we are all willing to follow the preventative measures put in place to protect both employees and students. That means we have high expectations regarding using masks properly at all times and following procedures to social distance. We all need to implement these measures to return to school safely and correct each other when we are not.

Together as a Texas City ISD family, we can make it a great learning experience for our students and staff.

Sincerely,

Melissa Duarte, Ed.D.

**COMMUNICATION PLAN**

We will utilize various means of communication to ensure our stakeholders are kept informed on the latest developments around COVID-19 and on the reopening of our schools, facilities and programs.

We encourage our community to visit our district website and follow our social media platforms. In addition to these, we will utilize the School Messenger notification system to send out periodic emails and phone messages to parents and guardians.

Parents and guardians can edit their communication preferences in Skyward or by contacting their child's school. Contact information is available at [www.tcisd.org/skyward](http://www.tcisd.org/skyward).

## STUDENT & STAFF HEALTH AND SAFETY

The safety and well-being of students and employees is the priority for Texas City ISD as the district begins the shift from virtual teaching and learning to returning to our buildings. We all play an important role in minimizing the risk and impact to each other and our operations.

Various changes in the way our schools look, as well as new practices and protocols, have been implemented to follow the recommended health and safety guidelines. The goal is to collaboratively ensure that all students, staff and visitors to TCISD schools and facilities feel safe and secure to effectively navigate the complexities of a “new normal.”

As always, Texas City ISD staff will continue to meet the challenges of the COVID-19 pandemic with creativity and perseverance, embodying the commitment of transforming the learning experience for students.

This guide provides general guidance for the start of the 2020-2021 school year. The information in this guide outlines the current best practices provided by federal, state, and local health officials for preventing and mitigating COVID-19 in the school environment. The district will update this guidance as additional information becomes available.

## HEALTH SCREENING

All students and staff will self-screen daily for COVID-19 symptoms prior to arrival at school. Here are things to assess daily:

- Cough
- Shortness of breath or difficulty breathing
- Chills/Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea/Vomiting
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

The following guidelines will be in place:

- Students with a temperature of 100.0 F or higher will be immediately isolated from others and sent home.
- Anyone sent home with a fever and diagnosed with conditions other than COVID-19 will be mandated to stay home until fever-free for 24 hours without the use of fever-reducing medication.
- Anyone diagnosed or suspected of COVID-19 will continue to be subject to CDC requirements for isolation.
- All students will be taught proper health hygiene.
- All students and staff will be required to wear a face mask that covers the mouth and nose as they enter and exit the building, on the bus, while in common spaces, and when they cannot social distance. Considerations will be made by staff in communication with parents for special needs and/or medical concerns.
- Everyone should regularly wash their hands when reporting to school and throughout the day.

### STUDENT ARRIVAL

Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on operational considerations during the school day.

- Multiple entries will be provided for walkers, bike riders, parent drop off and bus riders as needed.
- All staff will be utilized for duty in a variety of ways to include monitoring, hallway duties, etc.
- Students will arrive, with a mask on, and be directed to their classrooms or other assigned areas where social distancing can be maximized.
- Parents will not be allowed to walk students into the building or classrooms since access to campuses will be limited to students and staff members only.



### STUDENT DISMISSAL

Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on operational considerations during the school day.

- Provide multiple exit points for walkers, bike riders, parent drop off and bus riders as needed.
- Students will be dismissed with a mask on from their classrooms.
- Campuses will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders and daycare students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.

### STUDENT TRANSITIONS

Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on operational considerations during the school day.

- Whenever possible, the transitioning of students will be limited during the school day.
- Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible.
- Signage/floor marking will be posted to reinforce physical distance expectations.
- Elementary students who have more than two teachers will stay in their classrooms and the teachers will rotate to each classroom to keep groups of students together in the same homeroom.
- Considerations for reducing transitions will be made at each level based on student needs and programs.

### **PARENT DROP OFF AND PICK UP**

Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on operational considerations during the school day.

Our goal is to minimize close contact between students, staff and families at arrival and dismissal through the following methods:

- Follow campus-designed guidance for drop off and pick up that reduces the need for parents/guardians to enter the school.
- Utilize visual cues, signage and barriers to direct traffic flow and demonstrate social distancing.
- Drivers should stay in their vehicles when dropping off and picking up students.
- Parents/guardians should call the school office when arriving late or requesting an early dismissal so the student can be escorted into or out of the building.



### **VENDORS, DELIVERIES AND VISITORS**

Additional safety precautions have been implemented for the 2020-2021 school year to meet the CDC and TEA guidelines for COVID-19.

- All district vendors and contractors whose presence on a campus has been approved by the TCISD Board of Trustees, will be expected to adhere to the same health and safety protocols as staff members.
- To ensure the safety of students and staff, no outside deliveries will be accepted (i.e. food, gifts, Door-Dash, etc.).
- To limit exposure, informal campus visits will be restricted.
  - \* Essential meetings will be done by appointment or through a virtual format.
  - \* At this time, volunteer opportunities for parents/guardians/community members are not considered essential.
  - \* In the event an individual must visit a TCISD building, they are required to wear a mask and pass a screener with temperature monitoring to access a school facility.
- Parents/guardians will not be allowed to eat breakfast or lunch with their child due to space and social distancing guidelines.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All central office and campus buildings will be provided with hand sanitizer stations, hand sanitizer bottles, disinfectant spray, touchless thermometers and signage for social distancing and hygiene practices. Students are not allowed to use disinfectant spray. Students and staff are required to wash their hands and/or use hand sanitizer upon entry into the building and throughout the day.

- All students and employees, unless there are documented special needs and/or medical concerns, are required to use non-medical grade face masks that cover both the nose and mouth. Bandanas are not acceptable nor masks with valves.
  - \* Parents of special needs students will have the opportunity to complete a survey about their child and their ability to wear a face mask or other type of face covering that will be reviewed by an ARD or 504 Committee.
- Masks can have prints but must be appropriate for school, non-offensive, not considered derogatory or otherwise disrespectful as outlined in the district Dress Code.
- Students and staff will be required to wear a face mask that covers the mouth and nose as they enter and exit the building, on the bus, while in common spaces, and when they cannot social distance in the classroom.
- Students may bring their own acceptable mask.
- Face masks are effective when they are in good condition. Broken or tattered ones should be replaced.
- Employees will be allowed to wear face shields to deliver classroom instruction effectively when socially distanced. When instructing students one-on-one, teachers must wear a mask.
- Students may bring personal hand sanitizer and/or disinfectant wipes. These materials may be used to clean individual work areas.
- Students should bring personal water bottles as water fountains will not be used since surfaces present a risk of shared germs.
- Specialized staff who encounter a higher level of interaction with students will add another level of protection. These employees could be provided with disposable scrubs, gloves, face shields, sneeze guards and wear a mandatory face mask.
- Employees will sanitize their classrooms between student transitions or student activities. Secondary students will be able to sanitize their personal space before leaving class.



**HEALTH AND HYGIENE PRACTICES**

- Students and staff will be instructed in proper handwashing techniques to be utilized throughout the school day.
- Students and staff will be trained in proper health hygiene and disease transmission prevention measures.
- Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms and at the entrances.

### SOCIAL DISTANCING

The district will implement social distancing protocols within buildings. Individuals should keep a 6-foot minimum distance when feasible. Multiple entrances and exits will be established at each campus to help maintain social distancing.

Campus classrooms will be configured to allow for 6 feet of space between desks to the extent physically possible.

Students and staff will avoid close contact with others. Close contact is defined as being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

### ENHANCED CLEANING



A plan for enhanced cleaning has been developed to prevent the spread of disease. The school day will begin with a clean/disinfected school and be maintained sanitarily and safely by providing continuous planned service.

- Campuses will be cleaned throughout the instructional day. Areas include restrooms, classrooms and common areas.
- Custodial staffing will be realigned to allow for ongoing cleaning of frequently touched surfaces during the instructional day such as door knobs and handles, classroom furniture, handrails and light switches.
- Classrooms will be equipped to clean between transitioning student groups.
- Cleaning products will be properly stored when not in use.
- Hand sanitizer dispensers will be placed at main entries and near restrooms. Signage will be used to provide high visibility of sanitation stations.

### TRANSPORTATION

As a response to COVID-19, Texas City ISD encourages all families, with the ability to do so, to transport children to and from school. Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance. For this reason, students utilizing bus transportation will be required to utilize face masks at all times.

Students will be required to pre-register in Skyward for bus transportation by August 31, 2020 in order to ensure transportation services.

- Bus seating will be assigned.
- Students will use hand sanitizer upon boarding the bus.
- Students, unless prohibited by a documented medical condition or disability, will need to use non-medical grade face masks, covering nose and mouth while riding the bus.
- Bus drivers will wear face masks.

**TRANSPORTATION continued**

- Riders will be kept as far apart as possible while riding the bus.
- Windows on the bus will be down when feasible to allow for more circulation.
- Each bus will be sanitized between routes.
- Transportation staff will be trained in proper sanitation procedures.
- All Texas City ISD vehicles will be equipped with sanitation and cleaning supplies.
- Families are encouraged to transport their children to and from school if at all possible.

**NUTRITION SERVICES**

Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on operational considerations during the school day.



- Lunches will be delivered to the classroom the entire month of September as part of Phase I.
- Phase II of staggering students through the cafeteria to pick up their lunches could begin if the community’s number of positive COVID-19 cases shows a consistent decrease. Lunches would still be eaten in the classrooms. Floor markers in the serving line will promote social distancing.
- Serving lines will be sanitized between classes.
- Students will clean their hands before eating meals.
- All child nutrition staff will use PPE while performing job responsibilities and have been trained to practice health and hygiene regulations.
- In order to prevent cross contamination, meals will be served in disposable packaging and pre-plated “To Go” with disposable utensils and pre-packaged condiments.
- Parents and visitors will not be allowed to have breakfast or lunch with students due to visitor guidelines.
- To ensure the safety of everyone, no outside food deliveries will be allowed for students and staff.
- Food and other non-food items may not be distributed to classmates even for celebrations.
- Parents should contact their child’s school cafeteria manager if they have documented food allergies.

**CURBSIDE MEALS**

- Beginning August 24, grab-and-go breakfast and lunch will be provided at all schools through a curbside drive-thru.
- Meals can be picked up daily unless a waiver is available to serve all 5 days each Monday.
- Students must be present to receive meals.
- Curbside meals will be available to students who continue virtual learning.
- Menus will be available online.

**INDOOR MEALS**

- Beginning September 14, breakfast and lunch will be provided at all schools through the cafeteria.
- Grab-and-go breakfast will be picked up as the student enters the building to be consumed in the classrooms.
- Lunches will be served under the guidelines above.
- Menus will be available online.

## SEATING CHARTS

During the school year, if a staff member or student contracts COVID-19, the Galveston County Health District will request information regarding those that may have been in direct contact with that person. Therefore, it is imperative that seating charts be utilized during the school day and that these seating charts be accurate, regularly updated, and kept in a central location in every room.

- Every room that is occupied by students and/or staff must have a seating chart or a sign in/sign out sheet. This includes, but is not limited to:
  - \* Classrooms
  - \* Isolation room (when a student is waiting to be picked up for COVID-19 symptoms)
  - \* Cafeteria
  - \* Gym
  - \* Locker room
  - \* Teacher's lounge
  - \* Teacher's workroom
- The seating chart must be posted by the entrance of each room and must be updated any time the seating arrangement is altered and indicate if a student is absent. Staff members will sign an attestation at the bottom of the seating chart each Friday stating that week's seating chart is accurate and up-to-date.
- When utilizing areas that do not have clearly defined chairs for students to sit (i.e. tables, benches, carpeted areas, etc.), the area must be clearly marked with tape or other items to indicate where students can sit. These areas must also be identified on the seating charts.
- Special Programs – Dyslexia, RTI, Speech, etc. – are also expected to utilize seating charts.
- All classrooms, teacher's lounges and workrooms will be also be equipped with a Campus Movement Transfer Form that staff must sign upon entry and exit. This includes, but is not limited to, administrators, specialists, therapists, etc.
- Substitutes will receive proper training on how to utilize the seating charts and maintain the 6-foot distancing between each student. Substitutes will also know and understand the responsibility that comes with signing the attestation if they are the responsible staff member in a classroom at the end of the day on Friday.



**EXTRA CURRICULAR/CO-CURRICULAR/NON-ACADEMIC ACTIVITIES**

Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on operational considerations during the school day.

- Athletics and extracurricular activities will be conducted in alignment with UIL guidelines.
- Virtual students can participate in extra curricular activities, including athletics and fine arts. Students enrolled in these classes will receive their instruction virtually. Students enrolled in virtual instruction will be able to participate in before school or after school practices, performances and activities.
- Non-UIL activities will follow the same COVID-19 related guidelines as UIL activities.
- No indoor pep rallies, assemblies or other large gatherings will be permitted during the fall semester. Spring semester will be determined based on guidance at that time.
- Any student social activities (i.e. dances, celebrations) will be evaluated and planned according to current guidance and direction from local, state and federal authorities.
- Field trips will not be planned until school returns to normal standards.
- Hand washing or hand sanitation stations must be available for any activity.
- Use of face coverings should be implemented according to established guidelines.



**LAB-CONFIRMED COVID-19 CASES**

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed on Page 3) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- 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:
  - \* At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - \* The individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - \* At least ten days have passed since symptoms first appeared.
- 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.
- 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) 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/>.
- If a lab-confirmed case is identified, campus staff must identify any individuals who had regular or close contact with the affected participant and report this information to the district's Lead Nurse. General guidelines for response will include:
  - \* Schools will close off areas used by the sick individual (student or staff) until they can be thoroughly disinfected.
  - \* If a positive case is identified, whether staff or student, the school will identify any individuals who had regular or close contact with the affected person. This may include the entire class and potentially other teachers and staff. Based on the level of interaction, individuals may be advised to self-quarantine for a period of 14 days. They may return after 14 days of self-quarantine if they remain symptom free and have not tested positive for COVID-19. Negative test results are not required for return. If a teacher or staff member worked with multiple classes, determinations regarding self-quarantine will be made on a case-by-case basis after consultation with the Galveston County Health District.
- All students, teachers and staff will receive written notification if a positive COVID-19 case is identified among them. For students, such written notification will be provided to the parents or guardians of the students. The district's Lead Nurse will also notify the Galveston County Health District for guidance. The district will maintain confidentiality as required by the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

### IDENTIFYING POSSIBLE COVID-19 CASES AT SCHOOL

- Schools must 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 should 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.

### SCHOOL ISOLATION ROOMS

Anyone who has symptoms of COVID-19 when they arrive at school, or who become sick during the school day, will immediately be separated from others and sent home. Each campus will adhere to a protocol for isolation including identification of a specific room(s) where students with COVID-19 symptoms can be separated from the nurse's office or other space where other ailments are treated. Staff will be trained on protocol to follow when a student is experiencing symptoms of COVID-19.

### HOUSEHOLD EXPOSURE TO COVID-19

If a member of a household tests positive, other members of the household should self-quarantine until 14 days after the person has recovered, and should consider themselves positive if they develop symptoms. Anyone who tests positive or is in contact with someone who tested positive should NOT go to school/work.

*Additional resources can be found at [www.tcisd.org/reopening](http://www.tcisd.org/reopening).*

# COVID-19 Task Force

A COVID-19 Task Force made up of parents, community, board members, teachers, staff, and administrators researched, studied and put together this Reopening Plan. Thank you for your service.

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# SUPPLEMENTAL DOCUMENTS

# COVID-19 ACTION LEVELS



## Minimal Transmission

### No confirmed cases of COVID-19 among staff or students

- Staff and students self-screen daily for COVID-19 symptoms prior to arrival.
- Mandatory use of face masks for students and staff.
- Teach and reinforce health hygiene.
- Increased opportunities for hand hygiene.
- Maintain frequent cleaning and disinfection of commonly touched surfaces and areas.
- Communicate to parents to keep sick students at home.
- Extracurricular activities permitted with restrictions.
- Restrict outside visitors and guests.
- Continue to monitor attendance and communicate with local authorities.



## Moderate Transmission

### One or more confirmed case(s) of COVID-19 at one facility

- Staff and students self-screen daily for COVID-19 symptoms prior to arrival.
- Persons who came within close contact of an individual with a confirmed case of COVID-19 will be personally contacted by health experts and advised to quarantine for 14 days.
- Affected area is closed for deep cleaning.
- Mandatory use of face masks for students and staff.
- Consider alternate methods of movement within the building.
- Postpone non-critical gatherings and events and restrict outside visitors to essential services only.
- Self-health monitoring, prevention information and stay home if ill reminders sent to all persons at the school or facility and parents



## Significant Transmission

### A cluster of confirmed COVID-19 cases in one specific area; i.e. classroom

- Staff and students self-screen daily for COVID-19 symptoms prior to arrival.
- Students and staff of that area will be advised to self-quarantine for 14 days.
- Students affected moved to distance learning.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill reminders sent to all persons at the school or facility and parents.



## Facility Closure

### Evidence of widespread COVID-19 cases at one facility

- Entire facility will be closed for a minimum of two days.
- All students and staff at this campus may return if symptom free upon determination by the school district and health authorities.
- Those in close contact of the confirmed COVID-19 positive persons will be asked to self-quarantine for 14 days per CDC guidelines.
- Students and staff will be advised to monitor their health.
- District-wide communication to staff/parents with health monitoring guidance.



## District Closure

### Evidence of widespread COVID-19 cases within multiple facilities

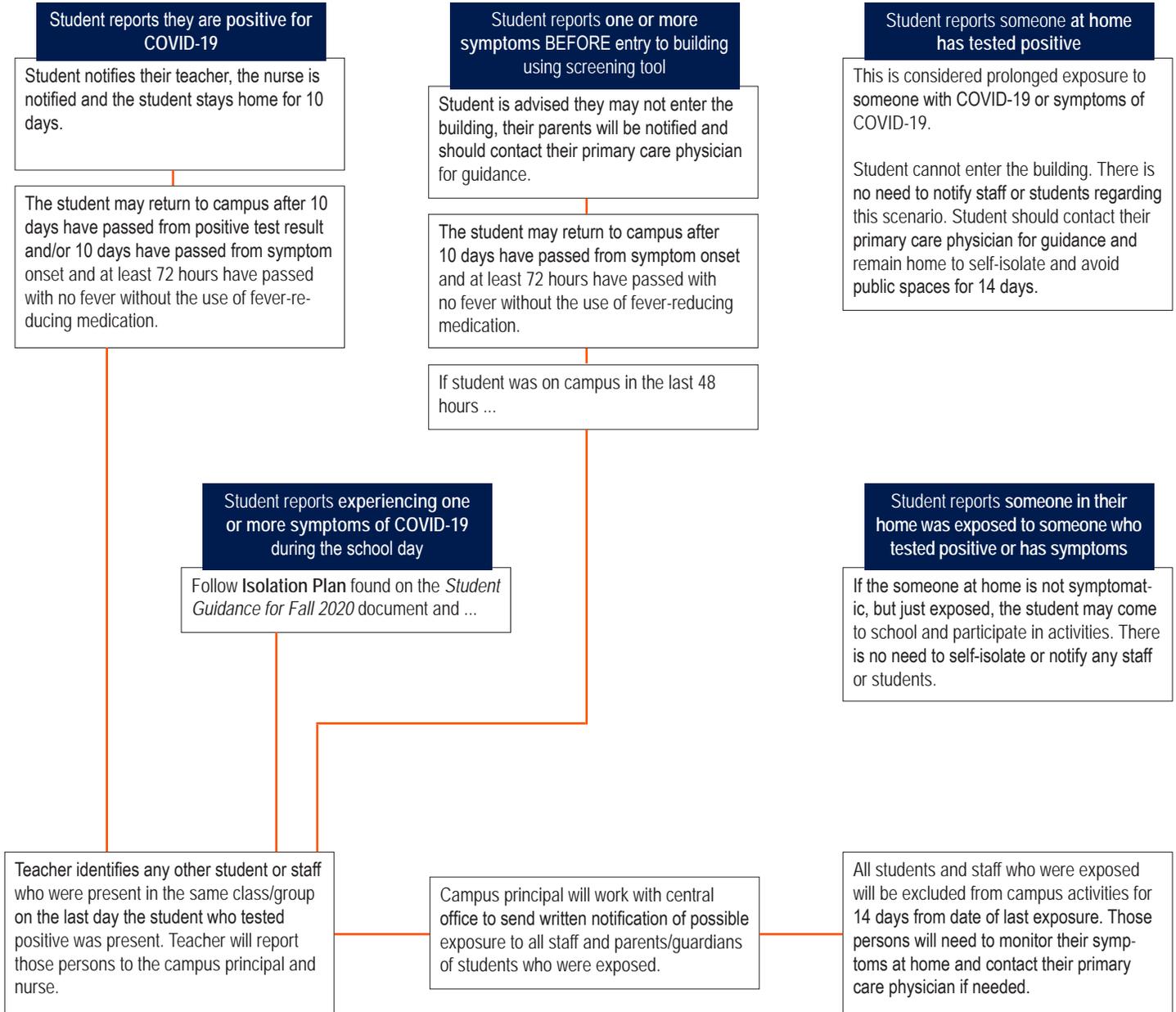
- All TCISD facilities close for a minimum of 14 days.
- Students and staff move to distance learning and remote work.
- All auxiliary areas such as playgrounds and athletic fields are closed.
- Extracurricular activities are cancelled.

*Decisions are made with the best information at the time and are subject to change with limited notice.*

# STUDENT COVID-19 PROCESS MAP

## Definition of COVID-19 Exposure

Prolonged close contact with a person who has the virus. This includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering or being in direct contact with secretions from the sick person.



# EMPLOYEE/WORKPLACE COVID-19 PROCESS MAP

## Definition of COVID-19 Exposure

Prolonged close contact with a person who has the virus. This includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering or being in direct contact with secretions from the sick person.

