



LACKLAND

Independent School District

**Back to School Safety
Guidelines**

2020-2021

“Lackland ISD Cares”

August 11, 2020

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Introduction

The safety and well-being of all staff and visitors are a priority for Lackland ISD as the district begins to welcome campus-based personnel and ultimately students onto our campuses. Various changes in the way the workplace looks as well as new practices and protocols have been implemented to follow recommended safety guidelines. The goal is to collaboratively ensure that all employees and visitors in district facilities feel safe and secure to effectively navigate the complexities of a “new normal.”

The measures being implemented include more frequent sanitizing of public and work areas, access to hand sanitizer throughout the building, and flexible work schedules to avoid large congregations of people, and other safety considerations. The cooperation of all staff in maintaining a safe environment as the district and the community continue to fight the spread of COVID-19 is appreciated.

As always, Lackland ISD staff will continue to meet the challenges of the COVID-19 pandemic with creativity and perseverance, embodying the commitment of educating all students for success—no matter the circumstances. “Lackland ISD Cares” is our commitment that we will do everything within our power to ensure that both our students and staff have what they in need in order to feel secure in the workplace and learning environment.

These guidelines are the Lackland Independent School District’s (District’s) guidance on re-entry into the learning/work environment. Guidance concerning the coronavirus (COVID-19) is regularly updated. The information in these guidelines outlines the current best practices provided by federal, state and local health officials for removing or preventing COVID-19 in the learning/work environment. The District will update this guidance as additional information becomes available. This plan will be reviewed periodically for effectiveness and revised as needed to meet the needs of our stakeholders, students and staff.

These guidance addresses both staff and student responsibilities as it relates to COVID-19 precautions and responsibilities. The information will be repetitive as some of the same procedures will apply.

General Guidelines for Students

Attendance

Lackland ISD students will be participating in asynchronous instruction. Students must be engaged in one of the following ways for each enrolled class during each school day:

1. Daily progress in the Learning Management System (LMS), Canvas which is used for grades PK-12 (Daily progress may also be measured through engagement with approved applications (apps) such as i-station, Think Central and Brain-Pop).
2. Daily progress via teacher-student interactions; or
3. Completion/submission of daily assignments from student to teacher through the LMS or other media (potentially via e-mail, online, or mail)

Lackland ISD will implement the model of Asynchronous Instruction while providing daily opportunities for Synchronous Instruction which will include live face-to-face instruction using the Teams platform or other acceptable forms of engagement.

Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course 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.

Daily attendance is taken at 3:30 p.m. Students who have not engaged with assigned courses daily as indicated above are marked absent. Students who are marked absent at 3:30 p.m. will have an additional engagement window between 3:30 p.m. until 11:59 p.m. to demonstrate progress/engagement. Assigned teachers will submit documentation of these occurrences to reconcile attendance within a week.

After the initial four-week transition period ends on September 11, 2020, students may choose whether they would like to continue remote instruction or face-to-face on campus instruction beginning September 14, 2020. Please be aware that the LISD Board of Trustees has the option to extend the transition period another four weeks if conditions warrant an extension. If another four-week extension is approved, the offer of face-to-face would not begin until October 12, 2020. Students and parents have been asked to commit to either remote or face-to-face for the entire grading period via a survey that the district sent out on Friday, August 14, 2020.

Deadlines to Designate Instructional Choice

Parents/guardians will designate their instructional choice for the first grading period by August 28, 2020. Your child will continue with this instructional arrangement for the duration of a grading period. The selected instructional arrangement will remain in effect for subsequent grading periods unless the parent/guardian submits a new Lackland ISD Instructional Choice Declaration form using the submission windows listed below

. Instructional Model Change Date:	New Choice Effective Date:
August 28, 2020	September 14 or October 13, 2020
October 2, 2020	October 19, 2020
December 4, 2020	January 6, 2021
February 19, 2021	March 17, 2021

Grading Policy

The grading policy will be consistent with the guidelines in the LISD Student Handbook for all assessments and assignments. Grading policies are the same for students regardless of the instructional model in which they are participating.

Student Assessments

Students who select remote learning will participate in district-wide local, state, and federal assessment programs. Remote assessment participation will be made available based on the guidance of the testing vendor and the availability of necessary resources. In the event that remote assessment is not permissible, in-person testing schedules and requirements will be coordinated. Please see the district’s school calendar for testing dates.

Health and Student Safety

The Lackland Independent School District continues to monitor the progression of the coronavirus. Your health and safety remain our top priority. As a result, the District continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep all students safe. In order to address the spread of COVID-19, it is important to know how the virus is transmitted.

Transmission of COVID-19

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs. Spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be the primary way the virus spreads.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Symptoms of Covid-19

The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ($\geq 100.4^{\circ}\text{F}$), muscle pain, sore throat and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include fever ($\geq 100.4^{\circ}\text{F}$), stomach pain along with diarrhea or vomiting and, in some cases, a rash, bloodshot eyes, neck pain, swollen hands and feet. There is more to learn about how the disease affects children.

Social Distancing

The District will implement social distancing protocols within buildings and when transitioning to and from class, during class, at lunch, and while on the bus. Whenever possible, students should keep a six-foot minimum distance from each other.

Face Masks/Shields

CDC guidance provides that people should wear face masks in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain.

All students will be required to wear a face mask and/or face shield throughout the school day. The exceptions will be while eating breakfast or lunch. However, students will be required to place their mask or shield back on after eating their meal. This applies even if the breakfast/lunch period has not ended. Students will be required to wear their own personal face masks to school. If students do not have their own face mask, one will be provided when they arrive at school. Face shields will also be provided to all students for wear during the day. However, face shields must remain at school at the end of the day. Students will be instructed to sanitize their face shields each day and store them in a designated location. Student face masks must be appropriate for school and must be non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in the District's dress code policy. (This includes, but is not limited to, vulgar slogans/designs/graphics, profanity, etc).

Before Arriving at School

Parents are asked to perform a preliminary COVID-19 screening of their child(ren) before they depart for school or child/youth care providers. Parents should ensure that their child(ren) has and wears a clean mask to school each day.

Transportation

Students will be required to register for bus transportation. Only students who have registered will be allowed to ride the bus. Students will be required to wear their mask while at the bus stop and during the entire duration of the bus trip. Students will be assigned seats and families from the same household will be allowed to sit together. District staff will perform health screenings of all riders using district screening tools upon arrival at school. Buses will be cleaned and disinfected on a daily basis after each trip.

Parent Transportation

Parents who bring their children to school are asked to remain in their vehicle while dropping off students. Students dropped off by parents will also be screened when they arrive at school.

Students Who Walk to School

Students who walk to school are also requested to wear their mask especially if they are walking with other students. Crossing guards will remind students to put on their mask if

they are not wearing one. Students who walk to school will be screened before allowed in class.

CDC/Youth Center Students

Students who come from the CDC or Youth Center are prescreened when they arrive and therefore will not be re-screened when they arrive at their assigned campus.

Cafeteria Operations

Students will be instructed to wash or use hand sanitizer before entering the cafeteria for breakfast and lunch. Cafeteria lines will allow for social distancing and students will be required to wear their face masks/shields until they sit down to eat. At that time, students will be allowed to remove their masks/shields to consume their food. However, students will be required to place their mask/shield back on after they have finished eating. **Visitors (including parents) will not be allowed in the cafeteria during mealtimes.**

Classroom Considerations

Teachers will require that students wear face masks/shields while in class as appropriate. Teachers will also ensure that student's social distance to the greatest extent possible as recommended by the CDC. Teachers will monitor the use of shared resources to minimize cross-contamination and promote the use of technology resources to supplement and/or replace interactive activities.

Transitions

The district will implement staggered transition times and methods to promote social distancing. All students will wash/sanitize hands when entering/exiting the classroom. Each campus will post signs and floor markings in hallways to promote social distancing. Teachers and staff will monitor students during transition periods to ensure students are wearing masks and social distancing.

Common Areas

The district will post signs and floor markings in common areas to promote social distancing. Students will wash and/or use hand sanitizer when entering/exiting common areas. The district will close high-risk common areas as appropriate based on CDC recommendations.

Cleaning and Disinfecting

The Lackland ISD custodial staff will routinely clean and disinfect surfaces that are frequently touched by multiple people such as light switches, countertops, walls, handles, etc.

Isolation Facility/Health Considerations

Lackland ISD will implement isolation strategies to separate students that have non-COVID-19 illnesses from potential COVID-19 symptoms or illness. Until our permanent Isolation Facility is completed, we will utilize the lobby portion of the auditorium as a temporary isolation facility. We will utilize the existing clinic for routine first aid and medication distribution.

Dismissal

Campus staff will implement social distancing while students depart from school and while students wait for parental pick up. Crossing guards will ensure students are wearing their masks when walking home and students will be required to wear their masks during the entire trip if riding the bus home.

Extra-Curricular Activities

[Executive Order GA-29](#), regarding face coverings, applies to all UIL activities effective July 3, 2020. This includes the 2020-2021 school year. As the public health situation changes, and/or if subsequent Executive Orders are issued by Governor Greg Abbott, these guidelines may be further modified.

1. For the purposes of this document, face coverings 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.
2. All employees, parents, visitors, and students ten years of age or older must wear face coverings or face shields upon entry to an area where UIL activities are being

conducted and when not actively practicing or playing in the contest, unless an exception listed below applies.

3. The face coverings requirements do not apply to a school in a county that meets the requirements of paragraph 11 of [Executive Order GA-29](#), unless the local school system chooses to implement these requirements locally. Even in these circumstances, the wearing of face coverings or face shields is strongly encouraged.

Exceptions to the wearing of face coverings or face shields include:

- Any person with a medical condition or disability that prevents wearing a face covering;
- While a person is consuming food or drink;
- While the person is in a swimming pool, lake, or similar body of water.
- When a congregating group of persons maintains at least 6 feet of social distancing; or
- Any other reason or circumstance indicated under [Executive Order GA-29](#).

Required Screening

Required Screening before attending or participating in activities:

If staff have not been screened by the school for purposes of participating in instructional activities, schools must implement these screening protocols before allowing staff to participate in UIL activities.

1. Lackland ISD requires staff to self-screen for COVID-19 symptoms before participating in UIL activities or entering areas where UIL activities are being conducted. Symptoms are listed at the end of this document. The self-screening should include staff taking their own temperature. Staff must report to the school if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus and away from areas where UIL activities are being conducted until they meet the criteria for re-entry as noted below. Additionally, they must report to the school if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus and away from areas where UIL activities are being conducted until the 14-day incubation period has passed. Close contact is defined in this document below.
2. Parents must ensure they do not send a student to participate in UIL activities if the student has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19 until the below conditions for re-entry are met. Lackland ISD Schools will screen students for COVID-19 daily. Screening is accomplished by asking questions in person and taking each student's temperature. Screening questions will be asked of a student's parent if that parent will be dropping off or picking up their student from inside areas where UIL activities are being conducted.
3. Before visitors are allowed access to areas where UIL activities are being conducted, Lackland ISD will screen all visitors to determine if they themselves have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and if

so, they must remain off campus and away from areas where UIL activities are being conducted until they meet the criteria for re-entry as noted below. Additionally, Lackland ISD will screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and if so they must remain off campus and away from areas where UIL activities are being conducted until the 14-day incubation period has passed. When practical, screening questions will be supplemented with temperature checks of adults.

4. Lackland ISD reserves the right to prevent any individual who fails the screening criteria from being admitted into school facilities or sites where UIL activities are being conducted until they meet the criteria for re-entry as described below. Any individual for whom screening cannot be confirmed should be presumed symptomatic until confirmed otherwise.

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) 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 one day (24 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.
 - In addition to the criteria and processes described above, a student who has been diagnosed with COVID-19 must receive clearance from a physician prior to returning to participation in UIL activities.

Identifying Possible COVID-19 Cases on Campus

- Lackland ISD will separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Lackland ISD 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.

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- being directly exposed to infectious secretions (e.g., being coughed on); or
- 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), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) 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.

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School or in an Area Where UIL Activities Are being Conducted

1. If an individual who has been in areas where UIL activities have been conducted 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).
2. 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, unless more than 7 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, schools must 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 in any UIL activities. If the person who is lab-confirmed to have COVID-19 participated in a contest against another school(s), the school must notify other school(s) and sports/contest officials involved in the contest.

COVID-19 Symptoms

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?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Screening Questionnaire Information

1. When asking individuals if they have symptoms for COVID-19, school systems must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. School systems are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.
2. Once it is determined that individuals who responded “Yes” to either of these questions have met the criteria for re-entry, school systems must destroy those individuals’ responses.

Performance Areas, Band Halls, Locker Rooms and Other Congregate Settings

1. Lackland ISD will make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available in these areas.
2. All congregate areas will be regularly and frequently cleaned and disinfected including all frequently touched surfaces such as doorknobs, tables, chairs, lockers, and restrooms.
3. Any equipment that will be kept in student lockers and/or in these areas will be thoroughly cleaned and disinfected each day prior to students accessing these areas. We have developed a plan for managing the storage, cleaning and disinfecting, and redistribution of student equipment.
4. Lackland ISD will identify staff to monitor locker rooms and other areas where students may congregate to ensure effective use of school protocols. When possible,

- we will open windows and/or doors or otherwise work to improve air flow by allowing outside air to circulate in these areas.
5. Lackland ISD will require staff and students to wear face coverings while inside locker rooms, meeting rooms, training rooms, band halls and other areas where students may congregate.
 6. As part of our overall plan, we have a plan for mitigating risk of spreading COVID-19 when disinfecting, cleaning, and laundering items such as towels, practice clothes, and uniforms. This plan includes protocols for redistributing these items to students. Staff will be trained specifically on these protocols.

Practice and Rehearsal Activities

In addition to the above general guidelines and rules in the UIL Constitution and Contest Rules and UIL manuals and handbooks, the following applies to practice activities during the 2020-2021 school year.

1. All surfaces in practice areas will be thoroughly disinfected throughout and at the end of each day.
2. Any equipment will be regularly disinfected before, during, and after practice sessions.
3. If provided, food, water or other drinks will be provided in a manner that ensures students are not sharing these items.

Game, Contest, and Event Management

In addition to the above guidelines and rules in the UIL Constitution and Contest Rules and UIL manuals and handbooks, the following applies to games, scrimmages, and events:

Teams and Participants

1. Lackland ISD will follow [TEA guidance](#) related to transporting students.
2. Teams and participants are required to wear face coverings as described in Executive Order GA-29.
3. Lackland ISD will designate a cleaned and disinfected area for teams to unload and load buses separate from fans, spectators, and other individuals not essential to the team or group.
4. Visiting team /group locker rooms will be cleaned and sanitized before the visiting team arrives. Visiting teams/groups are responsible for cleaning and disinfecting equipment once it is unloaded. Lackland ISD will limit access to these facilities to only students and staff essential for the game, contest, or event.
5. Before each game, contest, or event, Lackland ISD will follow the screening protocols described above to screen all staff members, contractors, volunteers, sports officials, contest judges, and any individuals otherwise involved in working the event. These individuals should also self-screen as described in these screening protocols.

6. Fan and spectator areas including bleachers, stands, walkways, and other spectator areas will be at least six feet from team /group areas such as team benches or performance areas. Where distancing is not feasible, other methods will be utilized to slow the spread of COVID-19, such as face coverings, implementing engineered controls such as physical barriers, or other risk mitigation efforts the school deems appropriate.
7. As previously indicated, water or other drinks and/or food may be provided. We will make every effort to ensure students are not sharing these items.
8. Other areas used by participants, should be cleaned and disinfected prior to and after use. We have developed plans for providing access to these areas that limit or remove potential contact between participants and non-participants.
9. Lackland ISD will provide sports and contest officials an area to enter and exit separate from fans when possible. Officials will be provided a dressing and meeting area, if applicable, that has been cleaned and disinfected prior to their arrival.
10. Pregame or pre-event meetings between teams and/or sports and contest officials will be planned to allow appropriate distancing between individuals.
11. Pregame and post-game gestures of sportsmanship will be conducted between teams and sports and contest officials in ways planned to help reduce the risk of spread of COVID-19.
12. All participants will be provided with entry and exit plans for contest areas that maintain separation from non-participants and fans. Individuals not essential to the team or group will not be given access to contest areas, performance areas, courts, or fields at all before, during, or after contests and events.

Student Groups not directly involved in the game or contest

Student groups such as bands, Spirit teams, drill teams, and other groups approved by the school district may attend and perform at games or contests in which they are not competing. Schools should consider limiting the number of participants to those essential to the performance.

1. These student groups will remain separate from the game or contest participants at all times. These student groups will avoid mixing with fans or non-group members throughout the game or contest.
2. Student groups are required to wear face coverings as described in Executive Order GA-29.
3. Lackland ISD will consider limiting the number of students and staff given access to the playing areas and ensure protocols for entering and exiting the playing areas are in place.
4. Fans and spectators will be located to provide at least 10 feet of distance from bands playing wind instruments from the stands.
5. Students will maintain appropriate distancing from game or contest participants at all times, including when on the sideline.

Spectators, Audiences, Fans, and Media

Lackland ISD will allow (home) spectators to attend games, contests, or events within a maximum 50% capacity limitation, provided that appropriate spacing between spectators is maintained according to the protocol, and according to the following:

1. Lackland ISD will post visible signs and/or messaging stating any individuals who are confirmed to have, suspected of having, are experiencing symptoms of, or have been in close contact with an individual who has been confirmed to have COVID-19 should not enter the facility.
2. Spectators, audiences, fans, and media are required to wear face coverings as described in **Executive Order GA-29**.
3. Lackland ISD will utilize remote ticketing options to help manage capacity limitations within a maximum 50% occupancy.
4. Groups should maintain at least six feet of distance from other groups at all times, including the process of admission and seating. A group is defined as no more than 10 people including the members of the household and those persons who traveled together to the facility.
5. Lackland ISD will not allow seating in consecutive rows and will block off seating to maintain a minimum six feet of distance between groups.
6. Pathways for spectator ingress and egress will be clearly marked and unobstructed.
7. Lackland ISD will provide hand sanitizing stations and/or handwashing stations at entrances and inside the facility.
8. Seating, handrails, and other common surfaces will be cleaned and disinfected prior to each game or contest.
9. Lackland ISD will limit access to working media providing coverage of the event to ensure protocols are followed.
10. Post-game interviews will be conducted while wearing face coverings and maintaining at least six feet of distance between the interviewer and individual being interviewed.

Concession Stands and Food Service

For games, contests, and events that will include concession stands or other food service, the following guidelines apply:

1. Staff, contractors, and volunteers involved in food service are required to wear face coverings as described in Executive Order GA-29.
2. Avoid leaving condiments, silverware, flatware, glassware, or other traditional table top items on unoccupied tables or at the counter. Sites should only provide condiments or flatware upon request, and in single-use, individually wrapped items.
3. Regularly clean and disinfect the foodservice counters and areas. Clean and disinfect dining areas (tables, etc.) after each patron departs.

4. Limit contact between the individuals involved in foodservice and patrons as much as possible. Have employees, contractors, and volunteers follow proper food-handling protocols.
5. Before each game, schools will follow the screening protocols described above to screen staff, contractors, and volunteers who will be involved in food service prior to events. These individuals should also self-screen as described in these screening protocols.

COVID-19 Points of Contact:

For Students:

Hunter Shelby, Stacey Jr-Sr HS @ 210-357-5XXX, Shelby.h@lacklandisd.net

Teresa Leija, Elementary @ 210-357-5XXX, Leija.t@lacklandisd.net

General Guidelines for Staff

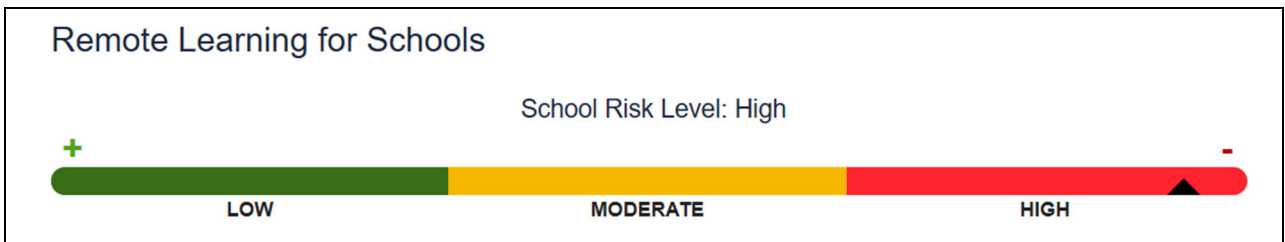
Start of School

Lackland ISD will begin school on Monday, August 17, 2020, 100% remote for **all** students. Our plan is to remain remote for a minimum of four weeks (through September 11, 2020) with the option of staying remote up to an additional four weeks with LISD Board and TEA approval depending on the COVID-19 situation in our local area.

Local Health Authority Directive(s)

Health directives issued by city and/or county officials will be closely monitored to determine the safety of opening and operating district operations. The most recent directive (dated August 7, 2020) recommends that school systems should tie pandemic operational plans to public health metrics for community infection. The directive also requires the district to report all COVID-19 positive staff and students on a weekly basis as well to post this information on our website. The district's Written Plan for Protocols and Weekly COVID-19 statistics for our district will be posted on our COVID-19 webpage at: <https://www.lacklandisd.net/covid-19>. The district's Nurse Coordinator shall serve as the liaison with the Health Authority.

Bexar County's weekly metric for school re-opening uses Red, Yellow and Green Zones. An illustration of the metric is pasted below:



The Remote Learning for Schools metric will be used to evaluate when to offer only remote instruction and/or onsite instruction at district campuses. The full Health Directive is available at: <https://covid19.sanantonio.gov/files/assets/public/files/about/health-directive-related-to-schools-amended.pdf>.

Additional information from the State (Governor's Office), Texas Education Agency and Joint Base San Antonio-Lackland will be used to determine the health and safety protocols to open and/or close district campuses.

The Superintendent will make the final decision, with input from a COVID-19 Task Force made up of district stakeholders such as staff, students, and parents.

Communication Plan

Cabinet members will communicate to their respective staff regarding high-risk areas, increases in PPE requirements, closures of certain buildings or other areas, and other updated federal, state and local guidelines as deemed necessary.

The Texas Education Agency COVID-19 webpage shall be monitored closely by all Cabinet members to ensure to keep abreast of up-date information as it relates to health, safety, instruction, finances, etc.

Building Hours

District buildings will be open from 7 a.m. to 7 p.m. and only available to custodial staff for deep cleaning during the hours the buildings are closed to staff.

Employees should arrive 5-10 minutes prior to their start time to allow time for the screening process.

The building, offices, and workstations will undergo frequent germ blasting and intensive cleaning, which requires that staff and visitors be clear of the building no later than 7 p.m. No exceptions will be granted.

Check In/Check Out

Employees will be required to certify their attendance through the daily Pre-Screening Tool by selecting one of the following:

- I am working my regular hours remotely at home
- I am working my regular hours and will be on campus
- I have submitted a leave request for today
- I am a non-exempt employee not assigned to work today but available for my normal work schedule.

Nonexempt employees and substitute employees shall also clock-in and clock-out using the Veritime timekeeping system for every hour work whether working on-site or remotely.

Absences

Employees are required to work at their assigned District location unless their position is authorized for Telework. Employee start and end times may be adjusted to minimize the

number of employees congregating in common areas. In the event an employee or group of employees has been approved by the Superintendent to Telework, the employee and supervisor must complete the Telework Agreement. This document will be provided by the employee's supervisor.

If an employee takes time off, the supervisor is responsible for ensuring the absence is submitted and approved through AESOP. The total hours of the workweek may be a combination of both on-site work and at-home work based on the employee's approval to telework.

COVID-19 Related Absences should be reported to your supervisor as soon as symptoms or exposure occurs. Your supervisor will provide guidance for reporting symptoms/exposure. An employee's accrued state and local leave may be used until the proper documentation from the employee is received in the HR department. The District will follow board policy DEC and the Family First Coronavirus Response Act (see information below) for COVID-19 related absences. If it is determined an employee is eligible for leave under the Family First Coronavirus Response Act (FFCRA), an employee's accrued state and local leave may be returned to the employee. In the event an employee tests positive for COVID-19 or is seeking medical treatment for symptoms or being tested for COVID-19, Emergency Paid Sick Leave (EPSL) may be utilized from the first day the employee was absent from work due to COVID-19. EPSL is available through December 31, 2020 and can only be accessible one time for a maximum of 80 hours. If an employee tests positive or has symptoms that require the employee to be out longer than the allotted hours, the employee will need to apply for Family Medical Leave and use accrued state and local leave.

Guidance on Families First Coronavirus Response Act (FFCRA)

- Emergency Paid Sick Leave (EPSL) - Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay (up to \$551/day) where the employee is unable to work because: 1) the employee is quarantined (pursuant to federal, state, or local government order or 2) advice of a health care provider), and/or 3) experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay (up to \$200/day) because the employee is unable to work because: 4) of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local government order, or advice of a health care provider), or 5) to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19, or 6) experiencing any other substantially-similar condition specified by the HHS, and
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay (up to \$200/day) where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

Health and Employee Safety

The Lackland Independent School District continues to monitor the progression of the coronavirus. Your health and safety remain our top priority. As a result, the District continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep employees safe.

Health and Safety Protocols include the following:

1. All employees shall self-report a diagnosis or exposure to COVID-19 prior to reporting to work.
2. All employees will be required to complete a health screening process upon arrival at work and prior to entry into work each day. The screening link can be found at: <https://www.cognitofrms.com/LacklandISD1/LacklandISDCheckInAndScreeningProceduresForEmployees>
3. All employees will be required to follow social distancing guidelines and wear a mask if social distancing is not possible. Social distancing will include the use of common areas such as copy/work rooms, bathrooms, eating spaces, etc. We have purchased masks for each district employee.
4. All employees will be required to follow CDC recommendations for proper hygiene.
5. The district may provide work area Plexiglass shields, signage or other barriers to promote social distancing.
6. The district may provide other appropriate protective gear such as gloves should the need be determined by an employee's job responsibilities. The higher an employee's risk, the greater amount of protection that may be required.
7. The district will provide disinfectant supplies for employee use in their work area.
8. The district will develop an outbreak-response plan (attached) to identify, track and notify employees who are exposed to COVID-19.
9. The attached flow charts outline quarantine requirements, return to work eligibility, leave availability, and other benefits that may be available to an employee.
10. The district will require any employee who is diagnosed with COVID-19 to use available leave (FFCRA, local or state), as appropriate, during the illness and not return to work until the employee submits a return to work medical release from the treating physician.
11. The district will not allow any employee with known close contact to a person who is lab-confirmed to have COVID-19 to enter a building until the end of the 14-day self-quarantine period from the last date of exposure.

12. If you are unable to return to work for any reason as directed, you should contact the HR/Benefit Coordinator to discuss potential leave that may be available to you. You should notify your immediate supervisor at your earliest convenience.
13. For your safety at work, all visitors will be subject to the same self-reporting and health screening process before entry into a district facility.

Do's	Don'ts
Self-assess to COVID daily	Report to work with COVID symptoms
Socially distance from others & wear a mask when you can't at all times	Congregate in common areas without practicing social distancing
Stay in your assigned area as much as possible	Make personal decisions that may increase your exposure to COVID-19
Use phone or video communication when possible	

In order to address the spread of COVID-19, it is important to know how the virus is transmitted.

Transmission of COVID-19

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs. Spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be the primary way the virus spreads.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Persons at Higher Risk

Based on what we know, persons at high risk for severe illness from COVID-19 include people 65 years and older, people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes, people on dialysis, people with liver disease, and people with compromised immune systems.

Symptoms of Covid-19

The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ($\geq 100.0^{\circ}\text{F}$), muscle pain, sore throat and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include: fever ($\geq 100.0^{\circ}\text{F}$), stomach pain along with diarrhea or vomiting and, in some cases, a rash, bloodshot eyes, neck pain, swollen hands and feet. There is more to learn about how the disease affects children.

Site Facilitators

Campus Principals and Department Heads will be responsible for compliance with the following:

- Screening
- Face shields/masks
- Social distancing
- Personal Protection Equipment for Students/Employees/Guests
- Cleaning Supplies (individual use)
- Signage standards
- Entrances, exits, and unidirectional traffic flow for students, staff, and guests
- Visitor processes
- Other safety procedures and protocols, as deemed necessary

Enhanced Cleaning

Operation Services has a high standard for cleanliness and safety and are committed to upholding those standards with our intensive cleaning process. Enhanced cleaning protocols have been put in place as a result of COVID-19 and are based on current local health and government guidelines.

We will focus on the following high touch services to ensure that the proper disinfection takes place:

- Doorknobs/Handles
- Countertops
- Handrails
- Light switches
- Restroom fixtures
- Desks
- Keyboards and mouse
- Phones

Areas of Enhanced Focus

- Restrooms
- Offices
- Kitchen/break areas
- Vending machines
- Copiers/printers
- Front desk and lobby areas
- Equipment

A copy of the Cleaning Checklist can be found on the Operations Department website at: <https://www.lacklandisd.net/departments/operations/custodial>
Personal Area Cleaning

- Desks
- Computer keyboards/mouse
- Phone
- Remote control
- Chair arms
- File cabinet drawer handles
- Personal microwaves, refrigerators, and appliances including coffee machines

We will provide Personal Protective Equipment (PPE) for all district employees, such as:

- Masks
- Gloves
- Hand Sanitizer
- EPA Registered disinfectants

Shared Areas

All staff, students, and visitors will be required to follow established safety protocols.

Social distancing is required in all areas at all times.

Use of face masks where other social distancing measures are not possible.

Face masks will be available upon entry to the building if the employee, student or visitor does not have any. Hand sanitizer, portable hand sanitizer dispensers, spray cleaners, and disinfectant wipes will be available in shared areas.

Doors in shared areas may need to remain open to avoid multiple persons touching the handles.

Social Distancing

The District will implement social distancing protocols within buildings. Individuals should keep a six-foot minimum distance. Maximum occupancy, based on current health directives, will be posted in all buildings. The number of persons entering and exiting the building will be monitored throughout the day. Work schedules for staff will be determined to ensure social distancing can be maintained.

Face Masks

CDC guidance provides that people should wear face masks in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. Everyone (visitors, vendors, parents, tenants, employees, etc.) approved to enter a District facility will be required to wear face masks in public areas and shared spaces. Employees are required to wear their own personal face masks/face shield (over the nose and mouth) or use the one provided by the district. Both student and employee face masks must be appropriate for school and must be non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in the District's dress code policy. (This includes, but is not limited to, vulgar slogans/designs/graphics, profanity, etc.).

Restrooms

All multi-person restrooms will be restricted to one person at a time or a 25% maximum capacity, as appropriate, and will have signage installed stating the process.

When opening or closing the restroom door, use a paper towel, tissue, disinfectant wipe, or disposable glove.

Restrooms will be stocked with soap and paper towels. Hand soap will be available in all restrooms.

Posters on how to wash hands properly will be posted in all restrooms. Restrooms will be cleaned regularly throughout the day and at night

Individual Offices

Employees in individual offices should not hold meetings or host guests unless the six-foot social distancing or face mask use can be enforced.

Safety is our Priority

Lackland ISD is following federal, state, county public health guidelines to ensure the safety of our employees, students, and members of the public.

Employee-Self-Screening

All employees will be **required** to self-screen before going to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of Breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverish feeling or a measure temperature equal to or greater than 100.4°F
- Known close contact with a person who is lab-confirmed to have COVID-19.

If running a fever of 100.0° or higher, or feeling ill, please stay at home. Notify your immediate supervisor if you exhibit symptoms of COVID-19 or are diagnosed with COVID-19. Make sure you contact your health provider, if needed.

Health & Recent Travel Questions (Pre-Screening Tool)

Staff must complete the Pre-Screening Tool upon arrival at work BEFORE entering any district building on a DAILY basis. The online screening questionnaire can be found here: <https://www.cognitofrms.com/LacklandISD1/LacklandISDScreeningProceduresForEmployees>.

Staff Who Become Ill During the Workday

Due to the contagious nature of the virus, all staff should stay informed, practice healthy habits, and avoid sharing equipment when possible to prevent the spread of COVID-19.

If staff develop symptoms of COVID-19 during the workday or are lab-confirmed to have COVID-19, the following steps will be taken to reduce transmission:

Separate symptomatic staff from others and send them home.

The HR Coordinator may also send employees home who have been in close contact* with the symptomatic employee.

The supervisor will assist with contact tracing to determine other staff or students that may have been exposed to the virus and will inform staff of possible exposure to the virus while maintaining confidentiality [See Board Policy DH and Educator Code of Ethics]

The Supervisor will contact the Custodial Supervisor for cleaning/disinfection of the exposed classroom, office, and/or building(s).

An evaluation will be conducted to determine if a campus or portion of a building must be shutdown (Superintendent will make the final determination).

*Close contact is defined as: a) being directly exposed to infectious secretions (e.g., being coughed on); or b) 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), ventilation, presence of dividers, and case symptomology may affect this determination.

COVID-19 Contact Tracing Procedures

Overview Contact tracing is part of a public health process used in response to a confirmed COVID-19 or other infectious diseases. Contact tracing will be conducted by the Supervisor in collaboration with district nurses.

The goal of contact tracing is to maintain a safe work environment and prevent the spread of the infection to protect employees.

Confidentiality of Health-Related Information

Contact tracing is a private process. As part of local, state and federal laws, an employee's personal information may not be released to the public or shared with individuals who may have come in contact with the infected employee. Employees are prohibited from disclosing confidential information about other employees and students.

An outbreak in the workplace often generates employee and public interest. Notification will be provided when the purpose of the notice is to control spread of the infection and protect those who have been potentially exposed.

Lab-Confirmed Case-19 Case Process

Step 1

Employee Reports Diagnosis to the District

An employee who has received a lab-confirmed COVID-19 diagnosis must notify their supervisor within 24 hours by submitting the electronic COVID-19 Employee Contact Tracing Reporting Form. The form will be accessible online 24 hours a day, seven days a week. The immediate supervisor, Human Resources and Operations will be notified simultaneously so they can respond quickly.

Step 2

Supervisor Contacts the Reporting Employee

The supervisor receives the form and contacts the employee immediately within three (3) hours to review the following:

- Direct the employee to not return to work
- Confirm demographic information
- Confirm last onsite visit to a district location
- Identify other employees who potentially may have been exposed within two (2) days before symptoms began
- Provide information on isolation requirements and return to work protocols

Step 3

Supervisor Contacts Potentially Exposed Employees

The supervisor contacts potentially exposed employees within 24 hours to review the following:

- Direct the employee not to return to work
- Inform the employee of possible exposure
- Confirm demographic information
- Confirm last onsite visit to a district location
- Identify other employees who may have been in close contact within two (2) days before potential exposure

- Provide employee with information on quarantine requirements and return to work protocols

Step 4

HR Department Provides Resources to the Employee

Directs the employee to the Business Webpages with COVID-19 General Information and Leaves and Absences such as FFCRA Leave

Discusses availability of alternate work arrangement (if applicable)

Refers to the ADA Coordinator for Americans with Disability Act (ADA) Accommodations if accommodations are requested

Step 5

Supervisor Contacts Operations Department and Superintendent

Custodial department will provide within 24 hours an intensive cleaning with an industrialized germ spray to exposed areas by completing the following:

- Assess the area(s) exposed and create a disinfecting plan
- Make a recommendation to the Superintendent regarding the need to close a facility or building for cleaning and disinfecting purposes
- Disinfect the employee workspace and common areas
- Once the areas are cleaned, a clean notice will be posted

Close Contact Defined

A “close contact” of a COVID-19 case is a person:

- Who had face- to-face contact with a COVID-19 case within 6 feet for more than 15 minutes (Close contact does not include activities such as walking by a person or briefly sitting across a waiting room or office.)
- Who had physical contact with a COVID-19 case (including, kissing or embracing, sharing eating or drinking utensils, talking to someone within 3 feet, physical examination, and any other direct physical contact between people)
- Who had unprotected direct contact with infectious secretions of a COVID-19 case (for example being coughed on)

- Who was in a closed environment (household, classroom, meeting room, etc. with a COVID-19 case for more than 15 minutes)
- Who was providing care to a COVID-19 case, especially without proper Personal Protection Equipment (PPE)

Return to Work Requirements

Staff with a confirmed COVID-19 diagnosis may not return to work until:

- At least 24 hours have passed since recovery, which is defined as:
 - No longer having a fever (<100.0° or higher) without the use of fever-reducing medicine like Advil, Tylenol, or Aspirin), and
 - Significant improvement of your other symptoms (cough, sore throat, headache, etc.), and
- At least 10 days have passed since symptoms first appeared, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis

Staff with symptoms of COVID-19 who have not been tested or evaluated by a medical professional are assumed to have COVID-19.

Staff with symptoms of COVID-19 may not return to work until:

- The same criteria listed above has been met, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis.

Staff exposed to persons known to be lab-confirmed for COVID-19 may not return to work until:

- The end of the 14-day quarantine period from the last date of exposure.

COVID-19 Points of Contact:

Your immediate supervisor should be your 1st Point of Contact. Additional points of contact are noted below:

For Employees:

Yolanda Jackson, HR @ 210-357-5002, or Jackson.y@lacklandisd.net
Rebecca Estrada, CFO @ 210-357-5005, or Estrada.r@lacklandisd.net

For Students:

Hunter Shelby, Stacey Jr-Sr HS @ 210-357-5XXX, Shelby.h@lacklandisd.net

Teresa Leija, Elementary @ 210-357-5XXX, Leija.t@lacklandisd.net