



Eanes ISD

Campus Operational Readiness Guide

WORK IN PROGRESS



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Recommendations for Work and Learning Environments

Anticipated Conditions

Eanes ISD will ensure all staff, resources and supplies are prepared for school re-opening, 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.

The guidance in this document is based on the best available evidence at this time. Guidance may be updated throughout the school year as new information becomes available.

Students should be encouraged to wash their hands often, continue physical distancing, and wear a face covering when around persons outside of their families to reduce the risk for SARS-CoV-2 infection and transmission to others.

Facility Preparations and Adjustment of Services

Controlled Access

Consider guidelines and recommendations to control building ingress and egress to promote ongoing safety and precautionary measures at those points. These might include:

Protocols for Safety and Health Checks, Building Reception, Shipping/Receiving, Elevators, Visitor Policies

- Entry points for students, staff, visitors and deliveries will be controlled and minimized.
- Hand sanitizer, wipes and personal protective equipment as appropriate will be provided at main entry points.
- To reduce the risk of contamination from door handles and to encourage social distancing, entry doors utilized for morning entry and afternoon dismissal may be kept open. However, it is still vital to maintain security and access control, so any open doors must be continuously monitored by staff to stop unauthorized access and to monitor for threats.
- Visitors and volunteers will not be permitted unless pre-authorized.
 - Parents picking up their student(s) will need to call ahead. Upon arrival, the parent should notify campus through the entry buzz-in system. The student(s) will be brought out to the parent.
 - Entry Buzz-In Message:

- *“Hello, welcome to Campus Name, how can I help you today?.....
Before entry, could you please acknowledge if you answer YES to any
of the symptoms on the flier next to the entry call button.”*

Increased Cleaning

By reducing the frequency of physical contact with items also touched by others, individuals can reduce their exposure to communicable diseases. These solutions may be temporary or permanent.

Touchless ingress/egress, clean area policy, cleaning common areas

- Custodians will Maintain enhanced cleaning and disinfecting practices.
 - Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency.
 - Custodians will disinfect frequently touched surface throughout the day in common areas.
 - Restrooms will be treated with Electrostatic Disinfecting applications throughout the day.
- Enable do-it-yourself cleaning through hand sanitizer, disinfectant wipes and other self-cleaning products.
 - Each classroom to be outfitted with “Sanitization Stations” including hand sanitizer, sanitizing wipes, and gloves
 - Clean and disinfect frequently touched surfaces (e.g., railings, door handles, etc.) and shared objects (e.g., toys, art supplies, etc.) between uses.
 - Disinfect high-touch shared tools, such as whiteboard markers, remote controls, etc. after each use.
- Prevent community sharing of items, including pencils, pens, crayons, etc.
- Drinking fountains will be disabled. Only bottle fillers will remain operable.
 - Encourage faculty, staff and students to bring their own water.
- Limit in-building meetings.
- To the extent possible, keep doors open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms. Provide disinfectant to each classroom so door handles and commonly touched surfaces can be readily disinfected as needed.

Cleaning Computers and Electronics

All computers, accessories, touchscreen devices and electronics in shared locations will be frequently cleaned and disinfected according to these recommendations from the CDC.

- Using a disinfectant wipe containing 70-percent alcohol, hard and non-porous surfaces will be gently and carefully wiped. This will include the display, keyboard, mouse and other exterior surfaces.

- Hand sanitizer or disinfectant wipes will be provided at general use copiers and printers.

HVAC & Filtration

Over the last several months we have been consulting with engineers and industry experts on reasonable steps that we can take to improve air quality in a safe manner.

- Unit filter efficiency has been increased to the extent possible without significantly diminishing design airflow.
- Extended run times have been implemented.
- Flushing the inside air with outside air between daily occupancies will be performed daily following recommendations from (ASHRAE) American Society of Heating, Refrigerating and Air-Conditioning Engineers and the Centers for Disease Control and Prevention.
 - Based on design parameters, outside air has always been a part of the conditioning of air supplying indoor spaces.
 - While opening windows and doors allows minimum outside air to be provided to a space, the local climate conditions may negatively impact the performance of the equipment to cool or heat the space.
 - Entry doors utilized for morning entry and afternoon dismissal may be kept open during this timeframe. However, it is still vital to maintain security and access control, so any open doors must be continuously monitored by staff to stop unauthorized access and to monitor for threats.
- Continue to monitor additional technologies that are being introduced into the market and evaluate appropriately.

Face Coverings (Mask-up)

- If developmentally appropriate, ALL staff and students (in all grade levels) are required to provide and wear their own face masks or designated face coverings on the interior and around the outside of all buildings and district buses at all times. Limited allowances may be made for removing masks during outside activities.
- With the guidance provided, CDC does not recommend use of face shields for normal everyday activities or as a substitute for masks. Full-face shields may be used only in pre-approved circumstances where a mask is not feasible and the education context benefits from the ability to see an individual's full face.
- Unless required for specific job responsibilities, individuals (students and staff) will be expected to provide their own face coverings.
- Face coverings are not a replacement for physical distancing, but they will reduce virus spread when physical distancing is not feasible.

- Each campus will have disposable masks available if a staff member or student forgets their own personal mask.
- Face-covering must be made out of material that adequately blocks the transmission of air and droplets:
 - [Cloth](#)
 - KN95
 - Disposable Mask
 - Face Buffs or Gaiters may only be utilized as an approved face covering during outdoor extra-curricular activities. Fabric must be doubled up to maximize effectiveness.
 - **No** Bandana, valved, or vented face coverings

Health Screening

- The district is requiring a self-assessment to screen for COVID-19 symptoms before coming onto campus each day.
- The self-screening should include teachers, staff, students/parents taking their own temperature.
- *Austin Public Health Guidance (dated 8/14/20)* strongly recommends that schools use the following list of symptoms for all screening of teachers, staff, students, and visitors, regardless of the screening type (self-screenings of teachers and staff; parents screening their children before bringing them; or screenings conducted by the school either in-person, by phone, or by other electronic means):
 - Fever (temperature greater than or equal to 100.0 degrees Fahrenheit)
 - Chills
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for persons with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - New severe headache, especially with a fever
 - New loss of taste or smell
 - Diarrhea, vomiting, or abdominal pain

Social-Distancing

Space planning solutions will be used to reduce transmission of contagious diseases through [social distancing](#). Reconfigurations may differ depending on the use of each space and the total number of occupants. Understanding that dynamic will allow calculation of the total occupants

expected to be accommodated in the school as well as assessment of the demand for spaces. Public safety codes, building codes, applicable laws and security requirements will not be compromised to achieve social distancing.

Decreasing Density and Managing Schedules

- Arrival and departure times for students and staff may be staggered.
- Social distancing with 6-foot protocols will be planned, introduced and supported.
- Discontinue the use of lockers and cubbies.
- Sharing small rooms will be prohibited, converting them to single-occupant use only.

Instructional Spaces

- Space seating/desks to ensure six feet of social distancing as much as possible. When not possible, arrange seating to maximize social distancing to meet state and local health guidance, turn desks to face in the same direction (rather than facing each other).
 - This may require the removal of unnecessary furniture from the classroom to help aid social distancing.
- Additional instructional areas will be created to increase the teaching capacity of the facility, using art rooms, music rooms, gymnasiums and other spaces.
- All classes are required to have assigned seating to facilitate the rapid identification of close contacts should the school become aware of an infectious individual
- The number of students in a classroom may range depending on directives from governing authorities.
- Students and Teachers may move throughout the room with the goal of maintaining social distancing to the extent possible while avoiding meeting the “Close Contact” definition:
 - *Austin Public Health* defines Close Contacts are any persons who were within 6 feet of a COVID-19 infected person for at least 15 minutes, during the 48 hours before the person began feeling sick until the sick person began isolation
- Remove classroom “centers” to allow for social distancing and adequate working services to be provided.
- Discourage the use of backpacks, but if necessary they should be placed at each student's work area. Eliminate the use of cubbies and lockers.
- Eliminate communal supplies. Each student may be required to provide his or her own individual supplies.
- Reduce individual manipulatives when possible, increasing the use of technology.

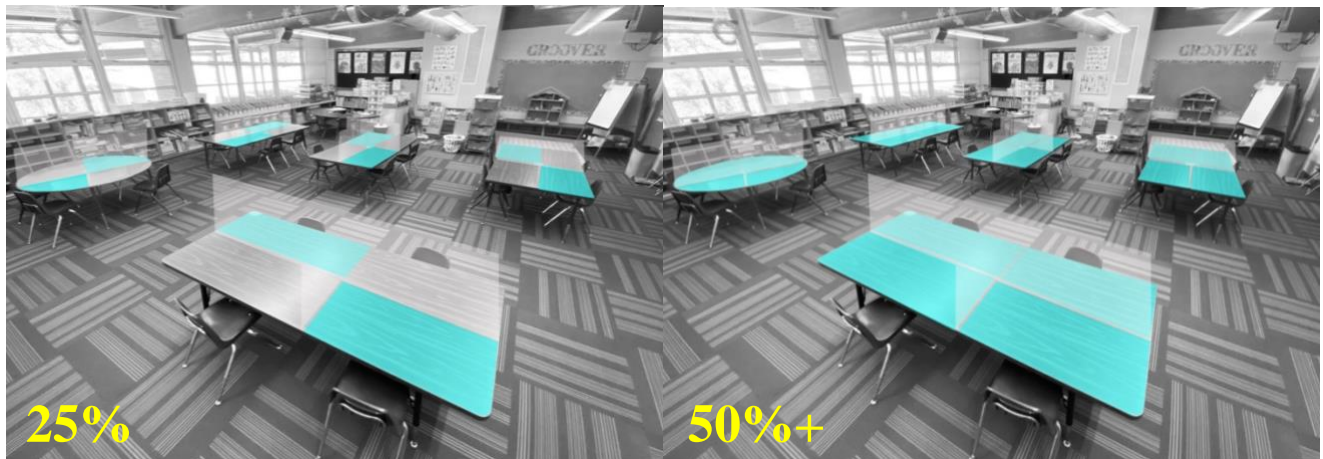
- Custodial staff will conduct daily after-hours cleaning and disinfecting of classrooms and other areas.

***Understanding that classroom size, furniture, etc varies across the district, the following images are provided for general guidance for classroom setup following recommendations listed above.

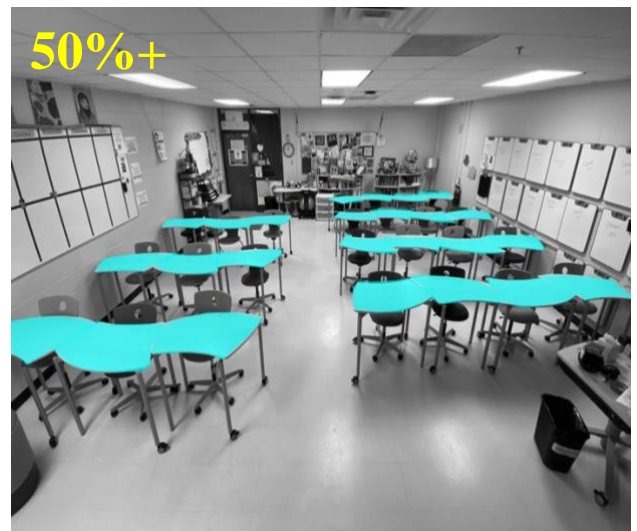
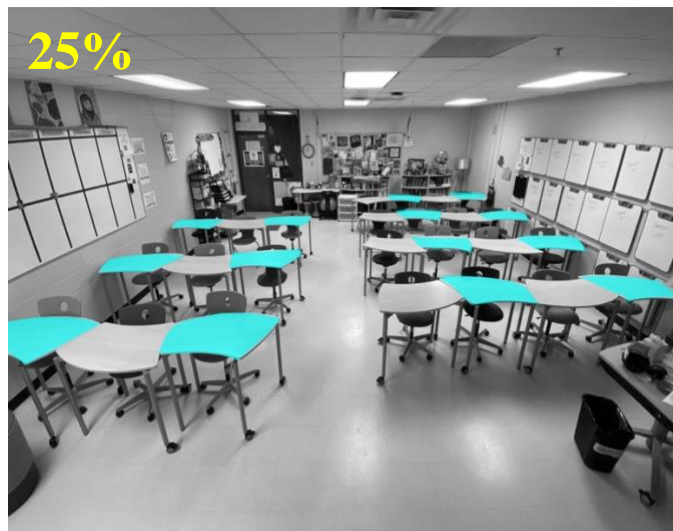
Elementary (Individual Desks)



Elementary (Tables) [with Polycarbonate barriers since distancing is restricted by table size]



Secondary (Individual Desks)



Teachers will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction. **Please refer to safe schools training “COVID-19: Eanes ISD Cleaning Protocol”**

Sanitization Station



Surface Sanitizing Instructions



Step 1:
Before you use any wipes, it's recommended you put on gloves that have been provided.



Step 2:
Open the container of wipes that has been provided, and pull a wipe until it separates from the bucket.*



Step 3:
Take wipe and wipe over the table tops including the edges and dispose of wipe after the wipe loses moisture.



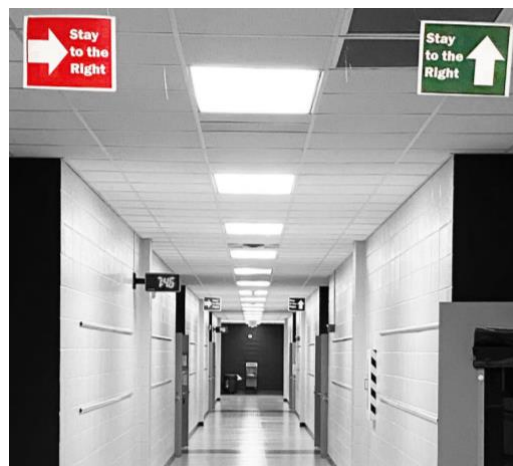
Step 4:
Dispose wipe in classroom trash container and repeat step 2 until all tables and desks, as well as "high touch point" objects such as door handles and learning aids have been wiped down.



Step 5:
Make sure the bucket of wipes is closed when you are finished. Properly remove your gloves and dispose of them in the classroom trash container, wash hands with soap & water for 20 seconds and dry completely.**

Corridors and circulation

- Visual cues will be created to help students maintain physical distances. Traveling thru the corridors should remain as far to the **right** as possible in both directions
- Access to hand sanitizer will be provided throughout each campus
- Corridor usage policies or circulation paths will not be instituted that would disrupt emergency egress routes or prevent students from seeking the nearest exit, or confuse students in the event of an emergency



Restrooms

- Limit occupants and the availability of toilets and urinals and sinks to comply with health agency recommendations and social distancing.
- Electrostatic Disinfecting to be applied throughout the day.
- Elementary: Campuses are to Implement a system to identify the number of occupants using each restroom to mitigate exceeding maximum occupancy.
 - For example, students utilize a color tag as a hall pass. Students would place their color tag on an available hook outside the restroom prior to entering. If a student approaches the restroom and no hooks are available, they would wait outside at a designated spot

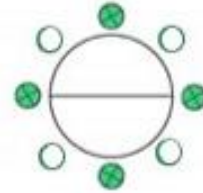
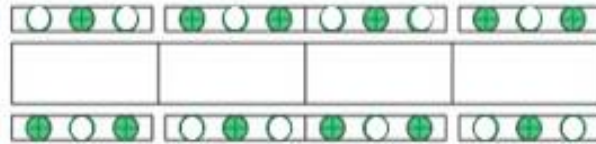
Administrative Spaces

- **Reception/Open Area Work Spaces**
 - Hand sanitizer will be provided
 - A shield guard will be present at campus front office reception desk areas
 - The presence of shield barriers are not substitutes for masks
 - Markings should be placed on the floors to aid in maintaining social distancing protocols
 - Chairs/benches should be marked off to aid in maintaining social distancing protocols
- **Offices**
 - Social Distancing shall be established by Campus/Department personnel between all occupied seats and workspaces
 - Masks may be removed if an individual is in an office/room alone
 - Depending on the size of the office, some guest chairs may be unusable to aid in maintaining social distancing
- **Conference Rooms**
 - Social Distancing shall be maintained between all conference seats when in use
 - Available and unavailable positions should be marked using tape/signage or chairs removed if feasible
- **Break Rooms**
 - Break rooms may remain accessible for staff for individual grab and go purposes
 - Staff may not congregate in these areas to aid in mitigating the spread of the virus
- **Clinics**
 - See “COVID 19 Medical Protocol” for details

Common Spaces

□ Cafeteria

- Tables will be spaced to the extent possible with the goal of social distancing.
- Utilize 50% of table capacity for student use.
- Available and unavailable positions on the tables will be marked using markings and/or signage



- Protective shields will be added at payment and checkout points
- Sanitizing and handwashing areas will be provided
- Maintain the student's consistent class cohort.
- Lunch period times may be extended (i.e., starting earlier and ending later).
- Microwaves shall not be permitted in the cafeteria.
- Lunch visitors will not be permitted unless pre-approved.

□ Auditorium

- Proper spacing between patrons will be ensured to achieve 6-feet of social distancing between patrons, not to exceed 50-percent of the facility's indoor occupancy limits.
- Seating arrangements will be configured in rows to maintain at least two empty seats (or six-feet separation) between groups
- Rows between patrons will be alternated (every other row left empty), as appropriate
- Seats and frequently touched areas shall be disinfected between uses
- Adjustments shall be made to in accordance with health guidance

□ Gym

- Whenever possible, physical education classes shall be held outside to allow for maximum physical distance between students
- Any activities bringing students into close physical contact shall be avoided
- The gymnasium may be re-purposed for instructional space for teaching and/or virtual learning to increase the teaching capacity of the building, as large events will not likely be taking place

- Activities requiring multiple students to touch or handle the same equipment (e.g. basketball) shall be avoided
- Equipment must be disinfected after each use
- Sanitizing areas and access to handwashing shall be provided
- **Playground and Playfield- Elementary**
 - Playscape high touch surfaces will be disinfected before each school day
 - One grade level maximum recommended per playground at one time.
 - Students will be required to wash/sanitize their hands upon entering the classroom/building.
 - Have students spread out to maximum capacity
 - Restrict games where multiple students may be involved (ie. Gaga Ball)

Performance Areas, Band Halls, Locker Rooms, Etc

- As part of their overall plan, campuses and programs should develop a plan for mitigating risk of spreading COVID-19 in their daily activities.
- Hand sanitizer, disinfecting wipes, etc. will be readily available in these areas.
- Close shared spaces such as locker rooms, if possible; otherwise, stagger use.
- Coaches and program directors will have access to electrostatic disinfecting equipment
 - All congregate areas should be regularly and frequently cleaned and disinfected including all frequently touched surfaces such as doorknobs, tables, chairs, lockers, and restrooms.
- Campus leaders will work with PE and Athletics staff to ensure locker room protocols maintain six feet of distance when contact is 15 minutes or longer
- Any equipment that will be kept in student lockers and/or in these areas should be thoroughly cleaned and disinfected each day prior to students accessing these areas. Campuses should develop a plan for managing the storage, cleaning and disinfecting, and redistribution of student equipment.
- Campuses shall identify staff to monitor locker rooms and other areas where students may



congregate to ensure effective use of school protocols.

- Staff and students will be required to wear masks while inside locker rooms, meeting rooms, training rooms, band halls and other areas where students may congregate, other than shower facilities.
- As part of their overall plan, campuses and programs should develop a plan for disinfecting, cleaning, and laundering items such as towels, practice clothes, instruments, and uniforms. This plan should include protocols for redistributing these items to students.

Bus Transportation

As schools reopen, the number of students using school bus transportation services will be determined. From when students leave their home and board the school bus, new safety and sanitizing considerations will be in place.

Loading/Seating plans, Cleaning schedule, Routing adjustments

- Consistent with health recommendations and the actions taken by many organizations across the state, staff and students for whom it is developmentally appropriate will be required to wear a [face mask](#) on the school bus.
- Bus Drivers will be provided with a personal face shield. These may be worn at the discretion of the employee and are not mandatory.
- Students and bus operators should perform a screening for symptoms and exposure daily before going to the bus stop or reporting to work.
 - Individuals must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19.
- Enforce that if an individual becomes sick during the day, they must not use group transportation to return home.
- If a driver becomes sick during the day, they must not return to drive students.
- Proper personal protective equipment, disinfectants and hand sanitizer will be provided on each bus.
- Open roof hatches for ventilation purposes if possible and appropriate.
- Commonly touched surfaces (e.g., seats, windows, step rails) of school buses will be wiped down and cleaned after morning and afternoon routes are completed. Mist disinfectant applications will also be applied at the end of each day. After completing disinfection activities, windows will be opened to allow the buses to thoroughly ventilate and surfaces air-dry.
 - Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.

- Parents may be asked to confirm transportation options and commit for a designated period of time, with exceptions allowed for unexpected health concerns.
 - Transportation changes will be made through the current campus process
- Routes will be adjusted to accommodate the needs of modified class schedules.
- The first row of seats behind the driver and adjacent will remain empty for distancing purposes
- To be efficient with limited public resources, school districts across the state are scaling back the number of individual bus stops due to boarding procedures and health requirements. These limitations may increase the number of “consolidated stops” throughout the school district.
- Ensure at least 6 feet social distancing in any outdoor setting when students, teachers, staff, and visitors are stationary (e.g. waiting in line for transportation, sitting in a group).
- When students are loading and unloading, the campus administration will ensure social distancing.
- Seating will be assigned on buses with limited social distancing
 - Buses will be loaded back-to-front in the morning. Buses will be loaded back-to-front by stop (assigned seats) in the afternoon.
 - With the goal of social distancing, buses will be loaded one student per seat to the extent possible. Distancing will be limited once this threshold has been reached and additional students elect to utilize bus transportation services.
 - Students will remain in their designated seats at all times.

Food Service

In addition to general food safety procedures (Hazard Analysis Critical Control Point, or HACCP) already in place, the Child Nutrition department will practice the following, based on CDC guidance:

- Outside Food delivery for students and staff, as well as personal package delivery, is not allowed.
- Should a student leave their lunch at home, the parent should contact the school to follow campus procedures.
- Sanitization of serving stations will be increased.
- Only *Grab & Go*-type products will be available.
- Students and staff will utilize Smart Tag/Employee ID badges (bar codes) for account access with the discontinuation of touch-number pads.
- *Self-service utensils will no longer be used; picnic packs for flatware/napkins will*

be available

Lunch in the Cafeteria

☐ **Elementary Grades Pre-K-5**

- *Lunch items, drinks and snacks will be served by staff. No self-serve items will be available.*
- Grade-level lunch times will be staggered
- Students must sanitize hands prior to entering the cafeteria
- No cash/checks will be accepted during lunch periods; only pre-payments will be accepted
- Students and staff will use Smart Tag/Employee ID badges (bar codes) for account access with the discontinuation of touch-number pads
- Each cashier will have classroom sheets with numbers and barcodes (photos may be necessary to eliminate misuse of accounts)

☐ **Secondary Grades 6-12**

- *Lunch items, drinks and snacks will be served by staff. No self-serve items will be available.*
- Students will sanitize their hands prior to entering the serving area
- No cash/checks will be accepted during lunch periods; only pre-payments will be accepted
- Students and staff will use Smart Tag/Employee ID badges (bar codes) for account access with the discontinuation of touch-number pad

Guidelines to Provide Continued Meal Service to Students Under Limitations

- ☐ Hand sanitizer will be provided in appropriate locations in the service area and cafeteria.
- ☐ Cleaning will be increased to follow CDC Guidelines
- ☐ Approved face coverings, gloves and hair-restraints will be required to be worn by all Child Nutrition staff.
- Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- Food pick-up service will be available for all students
- ☐ Salad bars will be eliminated; only pre-made salads will be served.
- ☐ At the secondary level (grades 6-12), the Child Nutrition department may provide satellite feeding areas (kiosks, outdoor seating) to accommodate all students.

Lunch in the Classroom (if applicable)

☐ **CDC Classes**

- Only pre-ordered and pre-paid meals will be served
 - No cash sales or checks will be accepted
 - On-line, paper and e-mail order forms will be developed
- Limited menu options will be available
- Lunch times will be staggered to ensure timely deliveries

COVID-19: Risk-Based Guidelines to School Mitigation Strategies

Table last updated 7/31/2020	Controls	Engineering Controls			Administrative Controls					PPE
	Mitigation Strategies	Ventilation and air quality	Home-based Symptoms and Temperature Screening	Cleaning & Disinfecting	Cohorting	Physical distancing	Eliminate Large Gatherings	Avoiding Shared Materials and Equipment	Hand Hygiene	Face Coverings
No to minimal transmission	Stage 1	•	•	•	•	3 ft.	•	•	•	•
Minimal to moderate transmission	Stage 2	•	•	•	•	4 ft.	•	•	•	•
Substantial, controlled transmission	Stage 3	•	•	•	•	6 ft.	•	•	•	•
Substantial, uncontrolled transmission	Stage 4	•	•	•	•	6 ft.	•	•	•	•
Widespread uncontrolled transmission threatening our healthcare infrastructure	Stage 5	•	•	•	Virtual Education*	6 ft.	•	•	•	•

*Virtual Education applies for all columns in Stage 5