



# **AT-SCHOOL CAMPUS PROTOCOLS Fall 2020**

**Please note: The details in this document are subject to change as directives are provided by governing authorities and/or health officials.**

## **Introduction from the Texas Education Agency**

The virus that causes COVID-19 can infect people of all ages, and school system leaders should do everything feasible to keep students, teachers, staff, and our communities safe. That said, research from the centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19 and severe outcomes have been reported in children, relatively few children with COVID-19 are hospitalized or have severe symptoms. Furthermore, the American Academy of Pediatrics notes that COVID-19 risks must be balanced with the need for children to attend school in person, given that lack of physical access to school leads to a number of negative consequences, placing “children and adolescents at considerable risk of morbidity, and in some case, mortality.”

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.

There will almost certainly be situations that necessitate temporary school closure due to positive COVID-19 cases in schools. Parents, educators, and school administrators should be prepared for this in the event that it occurs, while actively working to prevent it through prevention and mitigation practices.

*Note: The protocols described in this document reflect SY 20-21 Public Health Planning Guidance and other guidance provided by the Texas Education Agency. - KISD*

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# STUDENT AND STAFF HEALTH AND SAFETY PROTOCOLS

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## PROTOCOLS FOR PREVENTION OF COVID-19

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### General

**Schools are required to comply with the Governor’s Executive Orders and orders from County officials. This guidance will be subject to change based on executive orders, new information, and the changing health landscape.**

**All students and staff will be screened for COVID-19 symptoms regularly and individuals with symptoms will be separated and sent home.**

### Training Protocols

- Teachers and staff will be trained specifically on the protocols outlined in this document.
- Students will be trained on appropriate hygiene practices and other protocols adopted by the school system.

### Screening Protocols

- Teachers and staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day and should notify their supervisor if they have symptoms or have been lab-confirmed with COVID-19.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school and should not send a student to school if they have symptoms or have been lab-confirmed with COVID-19.
- Teachers will monitor students and refer to the nurse if symptoms are present.

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 or headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

### **Isolation Protocols: Student Displaying COVID-19 Symptoms**

- When a student has displayed symptoms of COVID-19 at school, the school nurse will provide a clinical assessment, including temperature check, to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian. Students will be escorted to the parent's vehicle.
- Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

### **Response to Lab-Confirmed Case in the School**

**Individuals who are confirmed to have COVID or COVID symptoms without a test are subject to a ten-day isolation period.**

According to the Texas Education Agency, **close contact** with an individual who is lab-confirmed to have COVID-19 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.

*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.*

- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department while following confidentiality requirements of the American with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Teachers, staff and parents of students who came in close contact with a COVID-19 positive student or staff member will be notified, however, the names of infected students or staff members may not be released.
- If a student or a classroom teacher is identified as having COVID-19, students who were in close contact with the individual the classroom be asked to continue instruction from home in a remote format. In some cases, the entire classroom and the classroom teacher may be asked to continue instruction from home in a remote format. If no one else in the class is symptomatic, the class may return to school at the end of the quarantine period.
- The district may quarantine specific individuals, areas of the district (a classroom, a campus, etc.) without closing the entire district.
- Campuses or the district may close for five days for deep cleaning as needed, or for an additional time period with Board approval.

## **Return to Campus after COVID-19 or COVID Symptoms**

*For individuals who themselves are: (a) lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 and have been isolated.*

- The individual cannot return to campus until the school system screens the individual to determine that the conditions for campus re-entry have been met (below).
- Students and staff who have tested positive for COVID-19 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 that is asymptomatic but has received a positive COVID test result, the individual may not return to the campus until ten days have passed since the positive test.
- If a student, teacher, or staff member 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 an individual has symptoms that could be COVID-19 or is assumed to be COVID-19 and wants to return to the campus 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) obtain **two** PCR acute infection tests **(at least 24 hours apart)** that come back negative for COVID.

## **Return to Campus after Quarantine for Close Contact**

*For individuals who are close contacts to individuals who tested positive based on the definitions of close contact in this document.*

As of December 2, 2020, the CDC amended their guidance to allow two shorter options for the at home quarantine period. Based on this guidance,

the quarantine period can end for individuals who are experiencing NO symptoms:

- On Day 10 after close contact exposure without testing; or,
- On Day 7 after close contact exposure and after receiving a negative test result.

Students returning on Day 7 after close contact must obtain a negative test result from a testing site other than Kaufman ISD. Individuals who return to school from these shorter quarantine windows should regularly monitor themselves for symptoms and take appropriate precautions (e.g. mask usage) for the duration of the usual 14-day quarantine period.

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## PROTOCOLS FOR FACE COVERINGS

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Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.

Students in grades 4-12 are required to wear masks or face shields and must provide their own. Students in these grades may be allowed to remove their masks once they are seated in the classroom and socially distanced, but face covering must be worn outside the classroom or at other times when instructed by their teacher.

Students in grades PK-3 will be required to wear masks as they enter and leave the building and in hallways. If possible, masks should be marked with student names. Face shields will be provided for use in the classroom as instructed by the teacher.

Teachers may use masks, face shields and social distancing when providing direct instruction in the classroom. Face coverings are required when the teacher is circulating and monitoring throughout the classroom.

Clerical personnel must wear a facial covering or be behind a barrier when greeting the public.

It is recommended that cloth masks be rotated or cleansed daily.

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## **PROTOCOLS FOR CAMPUS VISITORS**

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### **General**

- Campuses will utilize virtual meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a face covering. Visitors should not proceed beyond the reception area unless specifically instructed to do so.
- Parents/Visitors may not make lunch deliveries to campuses or eat with their students.
- Mentor programs and/or meetings must be conducted virtually.

### **Visitor Screening/PPE Requirements**

- All individuals entering the building will be required to wear face coverings and to follow all virus prevention and mitigation requirements.
- If an individual must proceed beyond the reception area, they will be subject to the following guidelines:
  - All visitors will be subject to screening by way of a symptom screening form.
  - Visitors and staff will be escorted by campus staff and will maintain physical distancing.

### **Public Use of School Facilities**

- Public use of school facilities will not be allowed for the 2020-21 school year.

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## **PROTOCOLS FOR DISINFECTING AND HAND SANITIZING**

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### **General**

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

### **Hand Washing/Sanitizing Expectations**

- Students, teachers, and staff should cover coughs and sneezes with a tissue or with their elbow and hand sanitizer should be applied immediately.
- Alcohol-based hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Requirement for hand washing and/or use of KISD-provided hand sanitizer:
  - Students will utilize hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
  - Teachers and staff will be expected to regularly wash or sanitize their hands.
  - Students will wash hand washing upon return from outdoors, before eating, following restroom breaks.
  - Elementary students should engage in supervised handwashing for at least 20 seconds at least two times per day.

### **Disinfecting Expectations**

- Staff will have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies when possible.

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# PROTOCOLS FOR CAMPUS CLEANING AND DISINFECTION

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## General

**Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.**

## Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily(M-F). All general cleaners have been replaced with EPA rated Virucides.
- Teachers and staff will also have access to disinfectant in order to sanitize high touch areas such as door handles, desks, shared supplies, and electronics so that high touch areas may be wiped between different classes, if the same room will be used for multiple groups.
- Time clocks will be sanitized throughout the day.
- Custodians will wear masks and gloves during school hours.
- Gloves will be changed after bathroom cleaning, floor mopping, office cleaning, etc.
- A two-rag system will be used to clean offices. (A rag that is used in an office is disinfected while another is being used.)
- Cleaning towels will be color-coded to avoid cross-contamination.
- The cafeteria will be disinfected between lunch periods.
- Staff will have access to disinfectant to sanitize working surfaces and shared objects after each use and during breaks in instruction.
- Physical education equipment will be disinfected daily or between class usage.
- Weekly electrostatic sprays and aerosol disinfectants will be used weekly.

## Process for Special Cleaning

- Administrator will contact SSC listing specific areas to be disinfected.

- Any virus-exposed areas will be cleaned and rooms will be isolated for 24 hrs.
- SSC will notify the administrator when cleaning is completed.

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## WORK AND LEARNING ENVIRONMENTS

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### Classroom Configuration

- Classroom groups of students will be socially isolated from other classroom groups to the greatest extent possible to control contact.
- Seating charts will be utilized.
- Desks or tables will be socially distanced as much as instructionally possible.
- Shared supplies should not be used unless deemed necessary by the teacher. Shared supplies will be sanitized between use.
- Blankets, pillows, porous objects, and other shared non-essential items should be removed from the classroom.
- Barriers between students may be utilized during some instructional activities.
- Students are encouraged to bring their own technology (tablets, laptops, etc.) if possible to minimize the sharing of electronic devices.
- Recommended procedures will be applied to all classroom settings, including special education service locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.
- As weather permits, students will go outside for physical education activities.
- When possible, classroom doors should be propped open between classes to allow no-touch entry to the classroom.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of distance between other classroom groups.

## **Collaborative Work and Projects**

- When possible, technology will be utilized when students are involved in collaborative work.
- Group or pair work can be implemented only while maintaining physical distancing.
- It is recommended that students who work in pairs or groups wear a masks or shields.
- Students will be provided the opportunity to opt-out of physical face-to-face group or pair work.
- Barriers between students may be utilized during some instructional activities.

## **Common Areas**

In order to provide the safest environment possible in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented:

### **Meeting Spaces**

- Meetings will be limited to video conferencing when possible.
- If meetings must be held in person, all social distancing protocols will be implemented.
  - Facial coverings are required for meetings
  - Social distancing is required for meeting
  - Use of shared materials/supplies should be avoided.

### **Administrative Spaces - Reception, Offices, Conference Rooms, Mail Room, Teacher Lounges**

When possible, meetings will be conducted virtually. However, if the need arises to meet in person please follow campus guidelines:

- Facial coverings or masks will be utilized.
- Please stand behind the shield guard installed at the reception desk.
- Hand sanitizer will be provided in front office spaces.

- Distances of 6 feet will be provided between all occupied seats and workspaces.

### **Flexible Learning Spaces**

- The number of students in these areas will be limited as driven by available space and social distancing guidelines.
- Common spaces and supplies in these spaces will be disinfected frequently.

### **Elevators**

- Only students and staff with a physical impairment or the need to move large/heavy equipment will be able to use the elevator.
- No more than 2 people will ride in the elevator at the same time.
- Masks will be worn when on the elevator.

### **Restrooms**

- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- Students must wash hands and then use hand sanitizer before entering the classroom.
- Increased disinfecting will occur throughout the school day.
- Each campus will comply with health agency recommendations and social distancing.

### **Library**

- Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.
- Students and staff will wash/sanitize hands upon entering and after visiting the library.
- High touch surfaces (i.e. table tops, chairs, door handles) will be disinfected regularly.
- Occupancy will be limited to no more than one class at a time wearing masks.
- Returned materials will be sanitized before returning books to shelves.

## **Specialized Classrooms**

- When appropriate, students will be provided face shields instead of facemasks for safety when there is an increased risk of burn or injury.
- Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.
- Procedures and protocols will be put into place to address locker rooms. Protocols will be in place for disinfecting of equipment, students changing clothes, students showering, distancing of students, etc.
- Career and Technical Education classes, including those at the CTE Center, will follow industry-based safety guidelines as appropriate to the equipment and course content.
- Special education classrooms and service locations may have additional protective barriers in place to support a safe environment for our students.
- Please refer to appendices for more Special Education and CTE return to school information.

## **Water Fountains**

Water fountains will be available for the filling of water containers only. Students are encouraged to bring their own container.

## **Physical Education Classes**

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be used as reminders of social distancing rules.
- Equipment will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment, including playground equipment, will be avoided.
- Students will have access to hand sanitization or hand washing stations.
- Classroom groups will be separated by a distance of at least 12 feet.

## **Recess**

- All students and staff are required to use hand-sanitizer before and after recess.
- Playground equipment and shared equipment will be restricted to one classroom group at a time.
- If more than one class group is on the playground at a time, classes will be separated from other classes by a distance of at least 12 feet.

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## **TRANSITIONS**

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### **Arrival**

- All students and staff will wear a face covering as they enter the building and until they are seated in the classroom.
- Entry doors will be designated based on arrival method: bus riders, parent drop-off/walk to school, student drivers, students with unique needs.
- Designated entry doors will be propped open for no-touch entry. Any open doors will be continuously monitored by staff to stop unauthorized access and to monitor for threats.
- Entry protocols will be established to maintain physical distance.
- Sanitizer stations will be placed at each entrance and students will sanitize hands upon entry.
- Students will go directly to the first period class or designated location upon arrival.
- Parents may not accompany students into the building.

### **Passing periods between classes**

- Teachers, staff and students will wear face covering when transitioning from one area of the campus to another.
- If necessary, staggered releases from each class may be organized to limit the number of students in the hallway during transitions.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.

- When transitioning between classes, students shall travel corridors as far to the right as possible.
- Where possible, one-way traffic throughout campus corridors will be established.
- Whenever possible, classroom doors will be propped open to reduce contact with high touch areas.
- Staff and signage will be posted to reinforce physical distance expectations.

## **Dismissal**

- Dismissal times will be staggered to limit the number of students in hallways and exit areas at any given time.
- Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.
- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

## **Breakfast/Lunch**

Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms.

- Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each seat.
- Elementary students will eat lunch in their classrooms.
- Jr. High and High School will establish more lunch periods to reduce cafeteria crowding and allow cleaning between lunch groups.
- Some meals will be packaged as “grab and go” to ensure ease of pick up and transport to eating location.
- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.

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## OFF-CAMPUS ACTIVITIES

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- Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.
- Student participation in UIL Academics, Athletics, and Music contests will only be attended if specific guidance is provided by an authorized entity (e.g., TEA, the UIL, etc.)
- Special Education Community Based Instruction (CBI) and Work Based Learning (WBL) guidance will be followed to ensure these learning environments are available to our students per ARD/IEP recommendations.

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## ON-CAMPUS ACTIVITIES

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- Campus-wide events will be live streamed and/or occur virtually when possible. (Examples: pep-rallies, assemblies, performances).
- Any campus-wide events that are approved due to necessity will adhere to social distancing requirements outlined by KISD, TEA and UIL.
- Campus club meetings, etc. should be held virtually when possible. If meeting in person is required and approved by the campus principal, groups should utilize larger meeting spaces that allow for social distancing.
- **KHS Guidelines for On-Campus Concerts/Performances**
  - All participants and guests must be prescreened in order to attend the event. Prescreening may include an electronic or

- paper health questionnaire completed prior to the event and/or temperature checks at the event.
- All students and guests must follow social distancing guidelines while at the event.
  - All employees, parents, visitors, and students ten years of age or older must wear face coverings or face shields upon entry to the performance area and while activities are being conducting AND whenever not actively practicing or playing.
  - Adults with DOCUMENTED medical conditions that do not allow them to wear a mask may be exempt from the requirement.
  - Masks may only be removed after the guest is seated and appropriately socially distanced.
  - All students must comply with UIL and Local guidelines during performances.
  - Each student is allowed a maximum of 4 guests per event, as capacity allows. Only family members are allowed as guests. Family groups of no more than four will be seated a minimum of 6 feet apart.
  - A maximum capacity of 50% is allowed in indoor venues with students and participants included in this count.
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## EXTRACURRICULAR PROGRAMS

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### General

- Students who wish to participate in extracurricular activities, or any before or after-school activity, must be enrolled in at-school learning.
- Students participating in extracurricular activities must adhere to the handbook and/or written guidelines for each activity including participation in off-season programs.
  - KISD students must be continuously enrolled in At-School learning in order to compete in any sports program within the athletic department. This requirement ensures the health and safety of students through training and conditioning.

- KISD students must be continuously enrolled in At-School learning in order to participate in any animal show or extracurricular competition related to the Ag department. This requirement is due to the nature of the program as well as planning necessary for participation.
- KISD students must make a semester commitment to At-School learning in order to participate in extracurricular activities or competitions in relation to Dance/Drill, Theater, or Band programs.
- KISD students must make a 9-week commitment to At-School learning in order to participate in any extracurricular event or competition related to the Cheer program.
- Band, cheer, and drill teams will not travel to out of town games.
- Students may be enrolled in a class (during school hours) that is connected to an extracurricular activity for class credit but may not participate in practice, contests, etc.
- All extracurricular practices and performances will be conducted following safety protocol provided by guidance from Kaufman ISD, the UIL and the TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Social distancing and facial coverings will be utilized.
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

***Please see Appendix C in this publication for more UIL guidelines pertaining to attendance at events and concessions.***

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## **DISCIPLINARY ALTERNATIVE PROGRAM (DAEP)**

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Students assigned to the Disciplinary Alternative Program must be At-School to earn days toward their disciplinary assignment. Students who choose to receive their instruction At-Home will have to complete their disciplinary assignment when they return to campus.

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## TRANSPORTATION

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- Social Distancing cannot be guaranteed on buses.
- Students and drivers must wear masks
- Students must utilize hand sanitizer upon entering the bus
- Two windows will be lowered for ventilation
- Additional filtration added to A/C system
- Electrostatic cleaning after each route

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## EMOTIONAL AND MENTAL HEALTH SUPPORT

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Counselors and nursing professions will be available to all students regardless of instructional setting. Please call campus administration if you are your child needs help or more information in this area.

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## ATTENDANCE AND ENROLLMENT

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- Daily attendance will be taken with both face-to-face At-School instruction and remote At-Home instruction. This means that students must be present in class and/or engaged in learning each day to be counted as present for credit purposes. A daily engagement log must be maintained by students working At-Home. “Engagement” is defined by TEA as daily progress, the completion and submission of assignments, and/or communication with the teacher.
- 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 be promoted to the next grade level. This requirement remains in force for the 2020-21 school year.

# APPENDIX A

## SPECIAL EDUCATION

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### Legal Requirement

Kaufman ISD will ensure that students with disabilities have access to a free and appropriate public education (FAPE). We will ensure that, to the greatest extent possible, each student with a disability can be provided the special education and related services identified in the student's individualized education program (IEP).

### General Guidance

Students with disabilities will follow the same guidelines and protocols named in this document with special consideration given to meet their individual needs.

- Special education instructional and related services will be provided in accordance with the ARD/IEP either virtually or face-to-face.
- In an effort to minimize potential exposure to our most vulnerable students, Kaufman ISD will:
  - Focus on social distancing, handwashing with warm water or hand sanitizer for 20 seconds every hour, and wearing masks.
  - Require masks when social distancing is not possible.
  - Post visual supports throughout building to remind and support understanding of expectations.
  - Keep each student's belongings separated using student designated containers or areas.
  - Minimize sharing of high-touch materials (e.g., assign each student their own device/materials for the day when possible).
  - Sanitize all used materials daily.
  - Utilize protective barriers as appropriate.
  - Utilize grouping and scheduling strategies to reduce exposure.

## Meeting IEP Service Recommendations

- Kaufman ISD will review all health plans and IEPs prior to reentry into brick and mortar settings and revise them through an ARD with appropriate safety protocols as needed.
- Kaufman ISD is committed to meeting the unique needs of students with disabilities by ensuring that ARD/IEP or 504 Committees convene as needed to discuss needs, review progress, and make individualized recommendations for our students.

## On Campus Special Education Considerations

- Group sizes will comply with state and local regulations.
- Multiple groups may use a shared space only when the area is large enough to allow for all students and their respective desks to be six feet apart. The groups should not combine for activities at any time.
- Special education teachers should provide services by grade level rather than content area as much as possible.
- Designated spaces in the resource room or flex areas should be used for small group instruction.
  - Face coverings and protective barriers should be used when appropriate.
  - Speech-language pathologists and teachers of the deaf or hard of hearing will wear clear face masks/shields as needed.
  - Clear barriers should be used for small group instruction and individual assessments as needed.
- When feasible and appropriate, it is preferable for students to receive instruction outside rather than inside to reduce potential spread of contagions.
- Students should be taught good handwashing techniques and provided frequent opportunities to wash their hands with prompting when necessary. As appropriate, students should engage in supervised handwashing when entering/leaving the class, before/after meals, before/after toileting, and other scheduled times during the day.

- Employees should wear face coverings over the nose and mouth when appropriate.
- Students for whom it is developmentally appropriate should wear face coverings over the nose and mouth, except while engaging in an activity where the mask cannot be worn (e.g., eating). Students' individual needs will be addressed on a case-by-case basis.
- Floor tape or dividers should be used to separate large areas into smaller spaces.

## **On Campus Related Services**

- Group sizes will comply with state and local regulations.
- When feasible and appropriate, it is preferable for students to receive services outside rather than inside to reduce potential spread of contagions.
- Providers will develop schedules that maximize time in a single classroom and minimize the number of rooms visited per day.
- Designated spaces in the resource room or flex areas should be used for small group instruction.
  - Face coverings and protective barriers should be used when appropriate.
  - Speech-language pathologists and teachers of the deaf or hard of hearing will wear clear face masks/shields as needed.
  - Clear barriers should be used for small group instruction and individual assessments as needed.
- Employees should wear face coverings over the nose and mouth when appropriate.
- Students for whom it is developmentally appropriate should wear face coverings over the nose and mouth, except while engaging in an activity where the mask cannot be worn (e.g., eating). Students' individual needs will be addressed on a case-by-case basis.

## **Resource and Inclusion Services**

- Special education teachers will follow the general education guidance and complete lesson plans for each resource class whether virtual or face-to-face.
- Special and general education teachers will collaborate to ensure lessons are designed to meet the needs of all students.
- Special education teachers are required to complete differentiated lesson plans to meet the needs of the IEP-entitled students they support whether instruction is virtual or face-to-face.
- Kaufman ISD will ensure that, to the greatest extent possible, each student with a disability will be provided the special education and related services identified in the student's IEP.

## **Documentation of Services in the IEP**

- The student's schedule of special education and related services should be accurately documented in the ARD/IEP to reflect what supports and services the student requires for FAPE whether attending school face-to-face or virtually.
- Students with disabilities must have available an instructional day commensurate with that of students without disabilities.
- A contingency plan for services should be documented within the deliberations of every ARD/IEP outlining how services will be implemented during remote learning.
- Data should be collected weekly, at minimum, on IEP goals/objectives.

## **Lack of Progress**

- Whether face-to-face or virtual, special education teachers should review the progress of each student on their caseload weekly (i.e., grade books, data collection, etc.) and determine what, if any, additional supports may be needed for each student to continue to progress in the general education curriculum and on their IEP goals/objectives.

- Special education teachers should consider alternate strategies/supports to ensure continued progress (i.e., more synchronous instruction; more small group support, etc.).
- Special education teachers should, after other interventions have been unsuccessful, request to convene an ARD/IEP committee meetings to address lack of progress.
- When face-to-face instruction resumes fully, annual ARD committees should address student-specific needs resulting from closure. On a case-by-case basis, this might include discussions of COVID-related compensatory services or a need for extended school year (ESY) services. ARD/IEP committees should:
  - Answer any questions and address any parent concerns regarding COVID-related compensatory services;
  - Determine what services, if any, are needed;
  - Document the discussion and decision in the deliberations, including:
    - Start and end dates,
    - Frequency,
    - Duration,
    - Area of service, and
    - Goals services will address.
  - Provide prior written notice to parents following any offer of COVID-related compensatory services; and
  - Indicate whether or not the parents agree with the recommendation of COVID-related compensatory or ESY services.

## **School Closure**

Upon notice that a campus is closed:

- Contact/service logs will be maintained by special education staff;
- Material distribution procedures should be followed by service providers;
- Virtual learning guidelines and IEP contingency plans should be followed;

- ARDs will proceed virtually throughout closure, adhering to legal timelines; and
- If an evaluation timeline cannot be met due to closure, the impact of the delay on services must be addressed when the ARD committee convenes to review evaluation results and develop the IEP.

## **Exposure Prevention Strategies**

- Special education services are oftentimes delivered in a small group setting with hands-on support. Special education teachers and service providers will take care to reduce any unintentional exposure by:
  - Creating supplementary aid and manipulative kits for each student
    - Update as needed per unit of instruction
    - Follow procedures for sanitizing items prior to adding to a student's bag
    - Laminate supplemental aids so they can be easily cleaned and reused
- Strategically scheduling students
  - Limit variation of student groupings
  - Minimize number of resource staff working with a particular group of students
  - Adhere to district guidelines regarding number of students and staff in a specific location at any given time
- Facilitating safe small group activities
  - Adhere to social distancing requirements
  - Ensure sanitization of space before and after each small group
  - Use dividers if students need to work in close proximity to complete activities
  - Wear appropriate face covering at all times during small group instruction
- Supervising transitions

- Follow district guidelines
- Enforce social distancing of students in hallways and other common areas
- Provide visual supports or schedules that highlight social distancing when transitioning between classrooms or activities

## **Instructional and Related Services**

Service providers should:

- Provide indirect services virtually when possible;
- Provide direct service minutes in alignment with the IEP schedules of services;
- Provide direct services virtually during school day when appropriate;
- Adhere to district expectations for PPE and scheduling to minimize cross-contamination;
- Maintain assignments, activities and videos of lessons in the virtual platform used; and
- Maintain accurate contact/service logs, documenting minutes provided.

## **Emergency Closure Kits**

- Supplementary aids and manipulatives should be prepared in Ziploc bags ready to send home for students in the event the campus needs to close unexpectedly.

# APPENDIX B

## CAREER AND TECHNOLOGY EDUCATION

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The CTE Department will follow all Kaufman ISD school opening procedures with additional safety precautions. Additionally, CTE courses taught on high school campuses will also continue to be offered and also follow all district and campus safety protocols.

- We will follow district and state protocol regarding social distancing, safety procedures, and sanitizing surfaces and materials.
- If necessary, additional supplies will be purchased to prevent sharing of materials.
- Parent permission forms will be updated.
- Interactions with internship mentors will be guided by both KISD protocols and participating mentor institutions.
- Some course requirements may be adjusted to ensure adherence to the necessary safety protocols from Kaufman ISD or other governing bodies.

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### CTE Classroom Safety Protocols

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It is our primary goal to ensure that students have a safe learning environment. Specialized equipment may be used in the Career and Technology Department. Based on guidelines from the industry, TEA, CDC, and Kaufman ISD, CTE teachers will follow updated safety procedures and students will be taught and expected to follow the procedures. As safety guidelines continue to change depending on the nature of the public health situation, we will continue to monitor and adjust as needed.

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## Work based Learning and Internships

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Some CTE courses require a student internship or require students to participate in learning activities at a work site. Due to the current public health situation, some internships or student work sites may not allow students on site. If students are unable to complete internship or work hours, alternative options will be provided to complete their Kaufman ISD coursework. However, it may not be possible to complete some industry certifications without the required internship or work experience hours. If students are allowed to participate in an internship or off site work experience, students and parents/guardians will be required to complete additional documentation to allow student participation. Students will be required to follow the safety protocols utilized by the internship site.

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## Culinary Arts

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The Culinary Arts program will follow the CDC, TEA, and Texas Restaurant Association guidelines to ensure proper food handling safety and kitchen safety.

In addition to the safety protocols utilized in every KISD classroom, the Culinary department will follow these additional guidelines:

- Practice safety protocols during food preparation: gloves, mask
- Take temperatures of students working in the kitchen
- Additional spacing between workstations
- Use of disposable items used when available
- Mandatory stops throughout class for hand washing and sanitizing and disinfecting
- Use of stainless steel utensils and food preparation equipment when available
- Sanitize all equipment with 185-degree sanitizing setting on dishwasher

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## Horticulture

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- In addition to the safety protocols utilized in every KISD classroom, the Horticulture department will follow these additional guidelines:
- Practice safety protocols while working in greenhouse: gloves, mask
- Practice social distancing while in greenhouse (one-two students per table)
- Disinfect tools after each use

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## Ag Shop

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- In addition to the safety protocols utilized in every FISD classroom, the Ag Shop will follow these additional guidelines:
- Practice safety protocols while working in shop: gloves (required for shop work), mask
- One student at a time working at each workstation (tool)
- Disinfect surface areas between students

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## Ag Barn/Livestock

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This plan is designed to provide appropriate protocols for social distancing to help prevent exposure to COVID-19 by student exhibitors, parents, species sponsors and staff.

The Kaufman ISD Agriculture teachers will work closely with Kaufman ISD leadership and campus administrations to ensure that timely and appropriate responses will be made to help protect the safety and well-being of our student exhibitors, parents and staff. Staff and student

exhibitors will be expected to conduct themselves in a manner aligned with all guidelines in order to protect themselves and others. It is the responsibility of all those involved to ensure these guidelines are followed.

## **Primary Goals**

Limit risk of exposure by maintaining social distancing throughout all activities conducted at the Kaufman ISD Ag Barn.

- Emphasize personal hygiene such as hand washing and use of hand sanitizer upon entry and exit the barn.
- Implement routine and enhanced cleaning and sanitization of equipment, Ag barns, trucks and trailers.
- Plan and communicate safe access to facilities to minimize personal interaction and facilitate social distancing.

## **Facilities and Equipment Sanitization**

- The Kaufman ISD Ag Barn will be cleaned thoroughly and disinfected prior to opening.
- Equipment, such as scales, treadmill and stands will have disinfecting sprays placed on them for cleaning of the equipment after each use. It is the responsibility of each student to clean equipment before and after use.
- Hand sanitizing stations will be located at each entrance, exit, and common working area.
- Large items shared by the team, must be wiped down BEFORE and AFTER use. Disinfecting sprays or wipes will be provided.

## **Staff Requirements**

- Physical Contact - Limit contact with others. No handshakes, high fives, back slaps, hugs, fist bumps, etc.
- 6-Foot Social Distancing Rule - 6 feet of space should be maintained between exhibitors and staff at all times while monitoring the facilities.
- Staff will sanitize their hands before, during and after working at the Project Center.
- Ag teachers will be responsible for disinfecting high touch areas.
- Staff will wear masks.

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## Student Exhibitor Requirements at Ag Events: On/Off Campus

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- Students will park or be dropped off and picked up each day at designated areas and times. Parents are asked to remain in their cars. One parent will be allowed to assist their child if needed. The parent will be required to wear a face covering and follow social distancing guidelines.
- Students must badge into the barn.
- 6-Foot Social Distancing Rule - 6 feet of space should be maintained between students at all times.
- Students will immediately report to a predetermined location while maintaining the 6-Foot Rule.
- Students will sanitize their hands before, during and after working at the Event Center or Barn.
- Physical Contact - There should be no contact with others. No handshakes, high fives, back slaps, hugs, fist bumps, etc.
- Students will be given designated areas to keep tack. Student tack should only be touched by that student and students will keep their tack in that area.
- If possible, students should bring their own individual tack instead of using a shared tack system (poop buckets, shifters, brooms, etc.)
- Students should NOT enter other student areas or touch other students' tack, animals, feed containers and gates.
- Students should not go to the goat/pig barns. If an item is needed, students should contact their sponsor.
- Students will wear masks.

### Student Exhibitors

- Exhibitor groups will be organized by species sponsors to minimize the number of individuals with whom each student will interact.
- Sponsors will organize groups so it will be limited to no more than 10 students at the Ag barn.
- Barn access is restricted to morning and afternoon feedings/walking/cleanings.

- Facility areas for different groups will be appropriately spaced to meet social distancing requirements.
- Indoor facilities will be limited to 25% capacity.
  1. Only 2 students allowed in the wash rack at a time
  2. Only 2 students allowed in the clipping area at a time

# APPENDIX C

## Extracurricular Activities (UIL Rules)

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### UIL Risk Mitigation Guidelines (July 21, 2020) Summary

The following guidance related to UIL activities, based on the public health situation as we understand it today, applies to the 2020-2021 school year. This guidance is effective August 1, 2020. Changes to the public health situation may necessitate changes to this guidance.

These guidelines are in addition to guidance issued by the TEA and intended to be implemented along with TEA guidance, which applies to academic and extracurricular non-UIL activities.

### Face Coverings – Executive Order GA-29

For the purpose 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.

- All employees, parents, visitors, and students ten years of age or older must wear face coverings upon entry to an area where UIL activities are being conducted and when not actively practicing or playing in the contest except when consuming food or drink.

### Required Screening Before Events

- District employees are required to self-screen for COVID-19 symptoms before participating in UIL activities or entering areas where UIL activities are being conducted. The self-screening must include a temperature check. District employees are required to report to the school if they have any symptoms.
- Parents must ensure that they do not send a student to participate in UIL activities if the student has COVID-19 symptoms.
- Before visitors are allowed access to areas where UIL activities are being conducted, school systems must screen all visitors to

determine if they have COVID-19 symptoms or have been lab-confirmed to have COVID-19.

- Schools are permitted to prevent any individual who fails the screening criteria for being admitted into school facilities or sites where UIL activities are being conducted. Any individual for whom screening cannot be confirmed will be presumed symptomatic.

### **Performance Areas, Band Halls, Locker Rooms, Practices, and other Congregate Settings**

- Kaufman ISD will make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectants available in these areas.
- All areas will be regularly and frequently cleaned and disinfected including all frequently touched surfaces such as doorknobs, tables, chairs, lockers, and restrooms.
- Any equipment in these areas will be cleaned and disinfected each day prior to student access.
- Both staff and students are required to wear face coverings while inside locker rooms, meeting rooms, training rooms, band halls, and other areas where students may congregate other than shower facilities.
- Protocols for disinfecting, cleaning, and laundering items such as towels, practice clothes, and uniforms will be developed and followed.
- If the school provides food, water, or other drinks they will do so in a manner that ensures students are not sharing these items.

### **Games, Scrimmages, and Events**

- Student transportation will follow TEA guidance.
- Teams and participants are required to wear face coverings as described in Executive Order GA-29.
- The host site will designate a cleaned and disinfected area for team to unload and load buses separate from fans, spectators, and other non-essential individuals.
- The visiting team locker rooms will be cleaned and sanitized by the host site before the visiting team arrives. Visiting teams are responsible for cleaning their equipment once it is unloaded. Access to these facilities is limited to students and staff only.

- Screening protocols will be followed before each event by staff, contractors, volunteers, sports officials, contest judges, and any other individuals involved in the event.
- Other areas used by participants, such as press box areas, will be cleaned and disinfected before and after each event. Contact between participants should be limited.
- The host site will provide sports and contest officials with a clean and disinfected area for dressing and/or meeting.
- Student groups such as marching bands, cheerleaders, drill teams, and other groups approved by the school district may attend and perform at games or contests in which they are not competing.
  - These student groups will remain separate from the game or participants at all time. The groups will also avoid mixing with fans or non-group members throughout the game or contest.
  - Student groups are required to wear face coverings as described in Executive Order GA-29.
  - Access to the track, field, or other playing areas will be limited.

### **Event Spectators, Audiences, Fans, and Media**

Schools may allow spectators to attend games, contests, or events within a maximum 50% capacity limitation, provided that appropriate spacing between spectators is maintained.

- Spectators, audiences, fans, and media are required to wear face coverings as described in Executive Order GA-29.
- Groups of no more than ten people must maintain at least 6 feet of distance from other groups. A group is defined as no more than 10 people including members of the household and those persons who traveled together to the facility.
- Schools will not allow seating in consecutive rows, and will block off seating to maintain a minimum six feet distance between groups.
- Kaufman ISD will provide hand sanitizing stations at the entrance to the facility and inside the facility.
- Post-game interviews will be conducted while wearing face coverings and maintaining at least six feet of distance between individuals.

## **Concession Stands and Other Points of Sale**

- Staff and volunteers involved in food service are required to wear face coverings as described in Executive Order GA-29.
- Condiments, silverware, flatware, and other traditional table top items will not be left on the counter.
- Condiments and flatware will be provided upon request and in single use, individually wrapped items.
- Food service counters and other areas will be cleaned and disinfected regularly.
- Employees and volunteers will follow proper food-handling protocols including the use of gloves when handling foods.
- Concession staff and volunteers will follow the same screening procedures as participants.

# APPENDIX D

## On-Campus Testing Program

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**GOAL:** Keep Kaufman ISD staff and students healthy and at-school.

### OBJECTIVES

1. Identify and isolate positive individuals before they can transmit the virus to others.
2. Reduces absences for individuals waiting on test results.
3. Fast track treatment and quarantine for positive individuals and their close contacts.

**Participation in COVID-19 testing is completely voluntary.**

**TEST UTILIZED:** BinaxNOW by Abbott Laboratories

### TEST ACCURACY

Abbott Labs evaluated its test in 102 patients who had shown COVID-19 symptoms for fewer than 7 days and compared the results with a PCR test. This analysis showed that BinaxNOW has:

- a. a sensitivity (true positive rate) of 97.1%.
- b. a specificity (true negative rate) of 98.5%.

“These tests are significantly more accurate than the previous generation of rapid antigen tests.” (The Texas Education Agency)

### TEST ADMINISTRATION

- The Targeted Response Model will be utilized by testing individuals who are symptomatic.
- Tests will be administered by registered nurses on each campus trained according to the Texas Department of Emergency Management (TDEM).
- Test administrators will be furnished with personal protective equipment.
- Tests are administered with a nasal swab to the shallow front of the nostrils only.
- Adults and older students will be able to self-administer the test with the oversight of a test administrators.
- Results are available in 15 minutes.
- All positive and negative results will be reported to the Department of State Health Services and the Texas Department of Emergency Management as required.

**TESTING PROGRAM COORDINATOR:**

Kell Clopton, Asst. Superintendent

**BACKUP:**

Stephanie Reeves, RN

**TESTING ADMINISTRATORS:**

Registered nurses assigned to campuses and trained by the Texas Department of Emergency Management (TDEM).

## TEST GROUPS

### **GROUP 1: Rapid COVID-19 testing for symptomatic faculty and staff of Kaufman ISD.**

Faculty and staff of Kaufman ISD who are experiencing COVID-19 symptoms may voluntarily receive the rapid antigen BinaxNOW COVID-19 test after scheduling with the nurse assigned to their campus. A signed consent is required before testing. The symptoms must be consistent with current symptom guidelines from the CDC. Symptoms are listed at the end of this document.

1. Sick at Home: If a staff member is sick at home and they need a test, they may call the Campus Nurse and schedule a test. A drive-up test administration will be scheduled to reduce the risk of exposure to others on campus.

2. Sick at School – And Desires Testing: If a faculty/staff member experiences symptoms while at school and wishes to be tested they must proceed immediately to the isolation area in the nurse’s office and await testing. A signed consent is required before testing.

- If the test is POSITIVE, the faculty/staff member will be required to quarantine at home for 10 days. They will be encouraged to report their test result to their personal physician.
- If the test is NEGATIVE, the faculty/staff member will be required to quarantine at home for 48 hours and then be retested. The faculty/staff member may return to work after a second negative result provided they have had no fever in the last 24 hrs.

3. Sick at School – And Declines Testing: If a faculty/staff member experiences symptoms at school but chooses not to test, they should leave school immediately to reduce the possible spread of the virus. The faculty/staff member will be required to follow all quarantine protocols of Kaufman ISD.

### **GROUP 2: Rapid COVID-19 testing for symptomatic STUDENTS of Kaufman ISD.**

Students of Kaufman ISD who are experiencing COVID-19 symptoms may voluntarily receive the rapid antigen BinaxNOW COVID-19 test on their campus. Parental consent is required in writing for students under the age of eighteen before testing. Parent permission slips are available online, in the campus nurse’s office, or sent home as needed. If parents choose to fill out the consent form in advance, the parent(s) will still be notified prior to testing.

1. Sick at Home: If a student is sick at home and they need a test, their parent may call the Campus Nurse and schedule a test. A drive-up test administration will be scheduled to reduce the risk of exposure to others on campus.

2. Sick at School – And Desires Testing: If a student experiences symptoms while at school and wishes to be tested they must proceed immediately to the isolation area in the nurse’s office and await testing. A signed parental consent is required before testing.

- If the test is POSITIVE, the student will be required to quarantine at home for 10 days. Parents will be encouraged to report their test result to their personal physician.
- If the test is NEGATIVE, the student will be required to quarantine at home for 48 hours and then be retested. The student may return to school after a second negative result provided they have had no fever in the last 24 hrs.

3. Sick at School – And Declines Testing: If a student experiences symptoms at school but chooses not to test, they should leave school immediately to reduce the possible spread of the virus. The student will be required to follow all quarantine protocols of Kaufman ISD.

**GROUP 3: Rapid COVID-19 testing of asymptomatic faculty and staff of Kaufman ISD.**

Faculty and Staff who are returning to school on Day 7 after close contact exposure may request and receive COVID -19 test from Kaufman ISD. Other testing for asymptomatic faculty and staff will be determined on a case-by-case basis.