



**LACKLAND**

Independent School District

**Safe Return to In Person  
Instruction Plan**

**2021-2022**

**“Lackland ISD Cares”**

Updated December 27, 2020, June 7, 2021, August 11, 2021, September 28, 2021, February 28, 2022

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## **Introduction**

The safety and well-being of all staff and visitors are a priority for Lackland ISD as the district welcomes all students and campus-based personnel back to our campuses for the

2021-2022 school year. Lackland ISD **will not** offer remote instruction for the 2021-2022 school year, so all students will be required to attend school on campus. Lackland ISD schools will continue practices, protocols, and safety guidelines recommended by the CDC, the Texas Education Agency, and JBSA-Lackland. The goal is to collaboratively ensure that all students, employees, and visitors in district facilities remain safe and secure to the greatest extent possible.

Many of the safety measures that Lackland ISD implemented during the 2020-2021 school year will continue with guidance from the CDC. The measures we will continue to practice include having access to hand sanitizer stations throughout our facilities. The wearing of masks will be required for students, staff, and visitors whether vaccinated or unvaccinated (until further notice).

As always, Lackland ISD staff will continue to meet the challenges of COVID-19 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 the workplace and learning environment are as safe as possible.

This Plan is the Lackland Independent School District’s (District’s) guidance on the safe return to in-person instruction. Guidance concerning the coronavirus (COVID-19) will be updated every six months as mandated by the Texas Education Agency. The information in these guidelines outlines the current best practices provided by federal, state, and local health officials for mitigating COVID-19 infections in the learning/work environment.

This Plan 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**

## ***Health and Student Safety***

The Lackland Independent School District will continue to monitor the COVID-19 landscape. Your health and safety remain our top priority. As a result, the District will maintain safety measures that have proved successful in protecting our students and staff. Because COVID-19 has not been totally eradicated, it is important to remember 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 can possibly be inhaled in the lungs. The 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 unlikely.

The Centers for Disease Control and Prevention (CDC) website provides the latest information concerning COVID-19 at [About COVID-19 | CDC](#).

### ***Symptoms of Covid-19***

COVID-19 is not the same as the coronaviruses that can 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, and swollen hands, and feet. There is more to learn about how this syndrome affects children.

If someone in quarantine in a household does not have symptoms, other household members do not have to quarantine or isolate.

If someone in isolation has symptoms that could be from COVID or had a positive test result, unvaccinated family members should quarantine after their last close contact with that person.

If you've had [close contact](#) with someone who has COVID-19, you should get tested five (5) days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative. You should isolate for 10 days if your test result is positive.

## ***Testing***

**Goal of Testing:** With guidance from the Texas Department of Emergency Management (TDEM), Center for Disease Control (CDC), Texas Education Agency (TEA), and the Metropolitan Health District, Lackland ISD has implemented PCR and rapid COVID-19 testing using the BinaxNOW testing kit. Rapid antigen-based testing gives Lackland ISD the ability to quickly identify and isolate positive individuals before they can transmit the virus to others. In turn, this helps reduce the amount of absences for individuals waiting on test results and helps to fast track treatment and quarantine for positive individuals and their close contacts. *Participation in COVID-19 testing is voluntary according to each individual's preference.*

A testing coordinator and testing administrator were chosen from guidelines provided by TEA. The contact information for our coordinators is provided below:

**Please Note: Negative Covid-19 tests from at-home test kits will be verified through additional Covid-19 tests with the school or medical laboratory tests.**

**Testing Program Coordinator (Primary) – Mrs. Camille Morales, RN**

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**Testing Program Coordinator (Alternate) - Mrs. Marcelle Conte, RN**

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## ***Face Masks***

CDC guidance has recommended that schools continue to use and layer prevention strategies. Five key prevention strategies include:

- Universal and correct use of masks
- Physical distancing
- Handwashing and respiratory etiquette
- Cleaning and maintain facilities
- Contact tracing in combination with isolation and quarantine

**JBSA COVID-19 Guidance Memorandum #66 dated March 2, 2022, makes the use of mask wear optional and is no longer mandated while indoors.** However, when wearing a face mask, 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.).

Recommended	Not Recommended
 <p>Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)</p>	 <p>Masks that do not fit properly (large gaps, too loose or too tight)</p>
 <p>Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)</p>	 <p>Masks made from materials that are hard to breathe through (such as plastic or leather)</p>
 <p>Masks made with breathable fabric (such as cotton)</p>	 <p>Masks made from fabric that is loosely woven or knitted, such as fabrics that let light pass through</p>
 <p>Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)</p>	 <p>Masks with one layer</p>
 <p>Masks with two or three layers</p>	 <p>Masks with exhalation valves or vents</p>
 <p>Masks with inner filter pockets</p>	 <p>Wearing a scarf/ski mask</p>

### ***Before Arriving at School***

Parents are asked to perform a preliminary COVID-19 and general health screenings of their child(ren) before they depart for school or child/youth care providers.

### ***Transportation***

Students will be assigned seats. Buses will be cleaned and disinfected daily after each trip. As of February 25, 2022, the CDC does not require wearing masks on buses or vans operated by public or private school systems.

### ***Parent Transportation***

Parents who bring their children to school are asked to remain in their vehicle while dropping off students.

### ***Cafeteria Operations***

Students will be instructed to wash or use hand sanitizer before entering the cafeteria for breakfast and lunch. **Visitors (including parents) will not be allowed in the cafeteria during mealtimes.**

### ***Classroom Considerations***

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 where reasonable/feasible.

### ***Accommodations for Students with Disabilities***

Any students who have disabilities will receive the needed accommodations to ensure their safety while they are on campus or attending any campus-related events.



## ***Common Areas***

Students should wash and/or use hand sanitizer when entering/exiting common areas.

## ***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. Staff members will also disinfect surfaces throughout the day as appropriate.

## ***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. Any student or staff member known to have COVID-19 symptoms will be placed in a isolation room in the Lackland ISD Health Center until they are able to depart the district.

## ***UIL Extra-Curricular Activities***

1. If an individual who has been in areas where UIL activities are being conducted is test-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. Upon receipt of information that any teacher, staff member, student, or visitor in an area where UIL activities have been conducted is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services via an online form. The report must be submitted each Monday for the prior seven days (Monday-Sunday).

All individuals vaccinated or unvaccinated will be required to wear a face mask while attending any indoor activities until further notice. Players will have the option to mask while they are competing. When not competing, players and coaches must wear a mask . Other authority to require protective equipment, including masks, in an employment setting is not necessarily affected by GA-36. School systems must allow individuals to wear a mask if they choose to do so. Additionally, as a reference for practices recommended by the CDC, see here.

## ***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 five 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 custodial staff 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 meet the clinical definition of a fever..

### ***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:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 3 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 on campus is lab-confirmed to have COVID-19, the school must notify its [local health department and TEA](#).
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. Parents of all students who attend the campus will be notified that a staff member or student has had a positive result. For confidentiality reasons, no other information will be provided.
4. 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

### **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. 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.
3. 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.
4. Until further notice, students/staff must wear face coverings while inside locker rooms, meeting rooms, training rooms, band halls and other areas where students may congregate.
5. 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 have been 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:

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. 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.
3. 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.
4. Individuals should self-screen as described in these screening protocols.
5. Fan and spectator areas including bleachers, stands, walkways, and other spectator areas will be at least three 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.
6. As previously indicated, water or other drinks and/or food may be provided. We will make a reasonable effort to ensure students are not sharing these items.
7. 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.
8. 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.
9. Pregame or pre-event meetings between teams and/or sports and contest officials will be planned to allow appropriate distancing between individuals.
10. 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.
11. 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. 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.
3. Fans and spectators will be located to provide at least 10 feet of distance from bands playing wind instruments from the stands.
4. 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 spectators to attend games, contests, or events 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. Lackland ISD will utilize remote ticketing options to help manage capacity.
3. Groups should maintain at least three 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.
4. Lackland ISD will not allow seating in consecutive rows and will block off seating to maintain a minimum six feet of distance between groups.
5. Pathways for spectator ingress and egress will be clearly marked and unobstructed.
6. Lackland ISD will provide hand sanitizing stations and/or handwashing stations at entrances and inside the facility.
7. Seating, handrails, and other common surfaces will be cleaned and disinfected prior to each game or contest.

### **Concession Stands and Food Service**

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

1. 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.
2. Regularly clean and disinfect the foodservice counters and areas. Clean and disinfect dining areas (tables, etc.) after each patron departs.
3. Limit contact between the individuals involved in foodservice and patrons as much as possible. Have employees, contractors, and volunteers follow proper food-handling protocols.
4. 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.

### ***Coordination with State and Local Health Officials***

Lackland ISD will remain in communication with local health and state officials concerning and changes or safety updates pertaining to COVID-19. These changes will be updated (when appropriate) and included in the six-month update to Lackland ISD stakeholders.

### ***COVID-19 Points of Contact:***

#### **District Coordinator**

Ms. Camille Morales, BSN, RN, NCSN  
210-357-5036  
[morales.c@lacklandisd.net](mailto:morales.c@lacklandisd.net)

#### **Stacey Jr/Sr High School**

Hunter Shelby  
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#### **Lackland Elementary**

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## **General Guidelines for Staff**

### ***Start of School***

Lackland ISD will begin school on Monday, August 16 , 2021. All registered students must attend in person.

### ***District/System Panel***

Each district or School System should be advised by a 7-person COVID19 panel that at a minimum includes: 1 student, 1 teacher, 1 parent, 1 non-instructional staffer (i.e., maintenance, custodial, food service), 1 school nurse, pediatrician or adolescent healthcare provider, and 1 human resources representative. The panel will provide guidance to superintendents, principals and school boards on operating procedures. The school nurse or pediatric/adolescent healthcare provider should serve as a liaison to Metro Health, including for notification of positive cases.

### ***Reporting Requirements***



In addition to weekly aggregate reporting to the Texas Education Agency, Districts and School Systems shall report COVID-19 positive staff and students to Metro Health within 24 hours by calling 210-207-8876.

### ***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.

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

### **Absences for Staff**

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 during the absence. The District will follow board policy DEC for COVID-19 related absences. 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.

### ***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-monitor symptoms, diagnosis, or exposure to COVID-19 prior to reporting to work via the daily screening form.
2. All students, staff, and visitors must wear a mask when mandated. Masks will be available upon request.
3. All employees will be required to follow CDC recommendations for proper hygiene.
4. The district may provide work area Plexiglass shields, signage or other barriers to promote social distancing.
5. 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.
6. The district will provide disinfectant supplies for employee use in their work area.
7. The district will develop an outbreak-response plan (attached) to identify, track and notify employees who are exposed to COVID-19.
8. The attached flow charts outline quarantine requirements, return to work eligibility, leave availability, and other benefits that may be available to an employee.
9. The district will require any employee who is diagnosed with COVID-19 to use available leave (local or state), as appropriate, during the illness and not return to work until the employee meets the criteria to return.
10. The district will not allow any unvaccinated 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 quarantine period from the last date of exposure. Vaccinated individuals are no longer required to quarantine but do have to be tested on day five after last exposure to positive COVID case.
11. 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.
12. 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 for COVID symptoms daily	Report to work with COVID symptoms
Socially distance from others & wear a mask 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 at [About COVID-19 | CDC](#).

### ***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 ( $\geq 100.4^{\circ}\text{F}$ ), 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.

### ***Site Facilitators***

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

- Screening
- 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 recommended when appropriate.

Use face masks at all times when mandated. May use face masks outdoors where other social distancing measures are not possible.

Face masks will be available prior to entering the building if the employee, student, or visitor does not have one. 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.

## Face Masks

JBSA COVID-19 Guidance Memorandum #66 dated March 2, 2022, makes the use of mask wear optional and is no longer mandated while indoors. 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***

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.

## ***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 Mrs. Camille Morales, Lackland ISD COVID Coordinator if you exhibit symptoms of COVID-19 or are diagnosed with COVID-19. Make sure you contact your health provider, if needed.

### ***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 School Nurse (COVID-19 Coordinator) may also send employees home who have been in close contact\* with the symptomatic employee. Individuals who are vaccinated are not considered close contacts.
- The Campus Administration/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) an individual being directly exposed to infectious secretions (e.g., being coughed on); or b) an individual 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.

### ***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 the School Nurse (COVID-19 Coordinator) within **8 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**

### **School Nurse (COVID-19 Coordinator) Contacts the Reporting Employee**

The School Nurse (COVID-19 Coordinator) 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
- Provide information on isolation requirements and return to work protocols
- School Nurse (COVID-19 Coordinator) emails required isolation criteria and copies to the Chief Financial Officer.

## **Step 3**

### **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 4**

### **Campus Administration/Supervisor Contacts Operations Department**

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



## ***Close Contact Defined***

### ***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:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within three 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 on campus is lab-confirmed to have COVID-19, the school must notify its [local health department and TEA](#).
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. Parents of all students who attend the campus will be notified that a staff member or student has had a positive result. For confidentiality reasons, no other information will be provided.
4. 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.

## ***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 (<100.4° 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 5 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, or
- They have a negative COVID test result submitted to the School Nurse (COVID-19 Coordinator) plus symptoms have improved

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

- The end of the quarantine period from the last date of exposure.
- Vaccinated Staff: If you've had [close contact](#) with someone who has COVID-19, you should get tested 5 days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public for 10 days following exposure. You should isolate for 5 days if your test result is positive.

***COVID-19 Points of Contact:***

**District Coordinator**

Ms. Camille Morales, BSN, RN, NCSN  
210-357-5036  
[morales.c@lacklandisd.net](mailto:morales.c@lacklandisd.net)

**Stacey Jr/Sr High School**

Hunter Shelby  
210-357-5103

[shelby.h@lacklandisd.net](mailto:shelby.h@lacklandisd.net)

**Lackland Elementary**

Teresa Leija

210-357-5052

[leija.t@lacklandisd.net](mailto:leija.t@lacklandisd.net)