



Prelude Prep
Return to In-Person Instruction and
Continuity of Services Plan

In compliance with federal requirements
for ESSER Supplemental

2021-2022

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(a) An LEA must describe in its plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services—

1. how it will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:
 - A. Universal and correct wearing of masks.
 - B. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).
 - C. Handwashing and respiratory etiquette.
 - D. Cleaning and maintaining healthy facilities, including improving ventilation.
 - E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.
 - F. Diagnostic and screening testing.
 - G. Efforts to provide vaccinations to school communities.
 - H. Appropriate accommodations for children with disabilities with respect to health and safety policies.
 - I. Coordination with State and local health officials.
2. how it will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services

The Prelude Prep Public School Plan for Safe Return to In-Person Instruction and Continuity of Services constitutes the district's policies relative to the plan title. The Plan addresses each of the CDC's safety recommendations (a)(1)(A-I) to the extent determined most beneficial by the Prelude Prep District and School Administration.

(b) During the period of the ARP ESSER award established in section 2001(a) of the ARP Act, an LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services.

In determining whether revisions are necessary, and in making any revisions, the LEA must seek public input and take such input into account.

Prelude Prep will follow its "Public Notification and Public Comment Procedure" when seeking public input.

The notice of intent to participate in a federal grant is provided to the school community on a posted agenda and during the open portion of the scheduled school board meeting. Members of the public are invited to make comment to the board. Additionally, Prelude Prep Charter School may solicit additional public comment using methods such as website postings and announcements, surveys sent out to stakeholders, student surveys, campus-based meetings, focus-group meetings, community group meetings or small group meetings. The Prelude Prep Charter School leadership may use additional methods to provide public notice of grant participation and solicit and receive public comment as grant guidance and time constraints require

Prelude Prep offers notification at minimum of 72 hours in advance and opportunity for public comment is available at each board meeting. Visit <https://app2.boardontrack.com/public/HRwZc2/home> for notices and board meetings times and dates.

If at the time the LEA revises its plan the CDC has updated its guidance on reopening schools, the revised plan must address the extent to which the LEA has adopted policies, and describe any such policies, for each of the updated safety recommendations.

Once the LEA reviews its plan every 6 months and determines revisions are needed, the LEA will include stakeholder input, public notice, and public comment processes in the plan revision.

District leaders will continue to review CDC guidance and the extent of Prelude Prep implementation as part of the revision process.

(d) An LEA's plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services must be—

1. In an understandable and uniform format;
This easy-to-read plan will be posted on the district website.
2. To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent; and
This plan will be posted in English and Spanish.
3. Upon request by a parent who is an individual with a disability as defined by the ADA, provided in an alternative format accessible to that parent.
We will provide audible format and other accessible alternative formats as they are requested.

Health and Safety

Prelude Prep Public School's safety plan focuses on communicating clear expectations, implementing preventative measures, and responding quickly and consistently to COVID-19 cases. Our safety plan and protocols are in compliance with recommendations provided by the Center for Disease Control and Prevention, the Texas Education Agency, and local health authorities.

Reporting of COVID-19 Confirmed Cases

- In line with TEA Guidance and in coordination with state and local health officials, Prelude Prep Public School will notify confirmed cases:
 - Prelude Prep will report to Bexar County Public Health on the same day that a case is discovered.
 - Cases will also be reported to the Texas Department of State Health Services on a weekly basis.

Universal and Correct Wearing of Masks

- In line with the executive order from Governor Abbott, beginning 6/5/21, the wearing of masks will be optional for students and staff while on Prelude Prep Public School

campuses and district facilities, participating in after school and outdoor activities, and while riding school buses.

Isolation of COVID-19 Confirmed Cases

- In line with recommendations from the CDC and local health authorities, Prelude Prep will continue to quarantine positive confirmed cases and direct the confirmed cases to stay home and self-isolate for:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever and without fever-reducing medication **and**
 - With other symptoms of COVID-19 continue to improve

Modifying Facilities to Allow for Physical Distancing (e.g., Use of Cohorts/Podding)

Prelude Prep Public School has reviewed the applicable CDC guidelines and disease conditions in our local community. Given the sustained and significant reduction in COVID-19 rates in our community, we plan to enforce the protocols immediately below for the 2021-22 school year. If COVID-19 rates worsen significantly or if the Texas Education Agency provides additional public health guidance for 2021-22, we will revise protocols as needed.

Physical Distancing

- Schools should place student desks a minimum of three feet apart whenever and wherever possible.
- If tables are used, seats should be placed a minimum of three feet apart and students will sit on the same side of the table, facing the same direction.
- Campus leaders will utilize a variety of spaces on campus to support social distancing requirements.
- Schools will promote more frequent hand washing and/or sanitizing when social distancing recommendations are not possible.
- Schools will use non-classroom spaces when feasible and appropriate to comply with social distancing recommendations.
- Handwashing stations, lavatories, and urinals less than three to six feet apart will be marked off with tape (to take out of operation to ensure social distancing).
- Water fountains will not be in use, all students and staff will be provided bottled water upon request.

Meals

- Pre-K and Kindergarten students will eat breakfast in the cafeteria, adhering to social distancing requirements. 1st-2nd grade students will eat breakfast in their classroom.
- All students who must line up for food pick-up will follow CDC guidelines by floor markings that outline a 3-foot distance between any two students.
 - Cafeteria tables/chairs must be marked to establish 3 feet of spacing.
 - Staff will monitor students in cafeteria/eating areas to ensure that students are not mingling and maintain a 3-foot distance between any two students.
 - To support social distancing, students should have an assigned seat for meals whenever feasible.
 - Campus leaders will create meal schedules that support social distancing.

Buses and Student Transportation

- In line with the executive order from Governor Abbott, beginning 6/5/21, the wearing of masks will be optional for students and staff while riding school buses.
- Hand sanitizer will be provided for students and staff who use school buses
- Students and staff are required to use hand sanitizer when entering and exiting the bus.
- Whenever possible, students should sit two students per bench to enable social distancing. If this is impossible given the number of students on a route, students should be seated as far apart as possible.
- Siblings may sit together during transport.
- If weather permits, bus drivers will open windows to allow outside air to circulate.
- The district will encourage families to use alternate modes of transportation (individual drop off and pick up) to reduce bus ridership and the possibility of COVID-19 exposure on buses.
- Bus drivers will receive cleaning supplies to thoroughly clean and disinfect high-touch surfaces such as bus seats, knobs, door handles, steering wheels, and the driver's area after each run.
- Bus drivers will clean and disinfect the bus at the end of the school day.

Transition and Movement in High-Risk Areas

- Schools will teach the proper use of masks, especially when distancing is difficult (such as in hallways, arrivals, dismissal, etc.).
- Schools will receive adequate supplies to support healthy hygiene in transition areas, such as hand sanitizer. Contactless sanitizer stations will be used where available.
- Signs and messaging will be posted in highly visible locations, entrances/exits, and restrooms to ensure social distancing.
- Schools will install physical barriers, such as sneeze guards and partitions, when distancing is not feasible.
- Schools will use visual aids to illustrate appropriate spacing and traffic flow throughout the school building.
- Schools will designate hallways or entrances as one-way and post directional reminders on the walls and/or floors.
- When possible, schools will divide entry points rather than funneling all students through the same entry space.
- Schools will reconfigure common areas such as the library, cafeteria, foyer, gyms, and other areas previously used by larger groups by spacing out furniture to minimize crowding.
- Schools will minimize having multiple groups in common areas and high-traffic areas at once.

Arrivals

- Schools will designate separate entry points for different groups of students in order to spread out arrivals (e.g. day care, car riders, bus riders, walkers). Entry points will be staffed with appropriate numbers of adults to communicate expectations and ensure social distancing
- Parents will not be allowed to enter the campus for morning drop-off or afternoon pick-up
- Schools will schedule/station staff to support distancing upon entry and immediate transition to classrooms. Schools will stagger arrival times of staff to assist in early morning duty.

Dismissal

- Schools will designate exit points for students and implement contactless exit and delivery to cars. When that is not possible, schools will provide gloves to staff.
- Schools will station staff members to support social distancing and monitoring of students' exit.
- Schools will utilize the public announcement system and/or video delivery system to communicate dismissal expectations and to call for students' exit to day care, cars, and buses (staggered dismissals).
- Staff hours may need to be adjusted to accommodate dismissal start time.

Hallways

- Traffic in hallways will flow in one direction where permitted.
- Hall/restroom monitors will help ensure distancing and bathroom capacity.

Staff Workroom and Lounge

- Campuses will minimize the number of staff members in lounge areas and staff work rooms to enable social distancing.

Registration

- All parents will be asked to enroll online instead of in-person
- Parents will be contacted via phone or email for any clarifications and notification of completion.
- Parents unable to register online or upload documents should call the campus for assistance. Exceptions will be handled on a case-by-case basis.

Handwashing and Respiratory Etiquette

- Students, staff, and visitors will be encouraged to sanitize and wash hands frequently.
- Schools will provide hand sanitizer in every classroom and office area. Sanitizer stations will be placed in high-traffic areas such as school entrances, gymnasiums, and cafeterias.
- Schools will provide signage throughout the building promoting proper handwashing techniques, social distancing practices, and mask requirements.
- Schools will teach students and staff proper hygiene practices regarding the following: proper handwashing techniques, how to cover coughs and sneezes appropriately, and other prevention and mitigation strategies that are part of the district's health and safety protocol.

Cleaning and Maintaining Healthy Facilities, Including Improving Ventilation

- Custodial services will conduct more frequent cleanings and provide cleaning supplies for teachers to clean high-touch surfaces in their classrooms during the day. Custodial services will use supplies that are [EPA approved](#) for use against SARS-CoV-2
- Custodial staff schedules will be arranged for additional cleaning and disinfecting of common space high-touch areas such as door handles, stair handrails, tables, desks, computers, and laptops.
- Custodial staff will be trained to ensure safe and appropriate use of cleaning supplies

- Custodial staff will use personal protective equipment (PPE) as needed
- Custodial staff will disinfect restrooms and other common-use spaces more frequently throughout the day.
- Custodial staff will conduct routine cleaning/sanitizing at the end of every school day.
- The maintenance department will continue to maintain air filters and change out as needed to ensure better air quality. Additionally, maintenance will work to ensure fresh air supply units are working properly.
- Classrooms will be provided cleaning supplies so that teachers and other school staff can disinfect high-touch areas (e.g. door knobs and desks) during breaks throughout the day.
- Barrier shields will be installed at receptionist and high-traffic office areas across all campuses and support buildings. Additional barrier shields will be provided in specific work spaces to maintain social distancing requirements.
- As a general rule, water fountains will be non-operational. A few pre-determined water fountains, near cafeterias, will be available for students to refill their own water bottles. Use of these water fountains must be supervised by staff.

Contact Tracing, Isolation, and Quarantine, in Collaboration with State and Local Health Departments

Identifying and Isolating Possible COVID-19 Cases on Campus:

- Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools will close-off and clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff).
- Students who report feeling feverish will be assessed by the nurse to determine if they are symptomatic for COVID-19

Contact Tracing and Case Reporting (response to confirmed case):

Each time a confirmed case of COVID-19 occurs on campus (among students or staff), the school will do the below (Per TEA, “on campus includes the bus and any school facilities”).

1. Direct the confirmed case to stay home and self-isolate for 10 days. If the case is a student, they will move to remote learning (If the student is too ill to attend school remotely, this will be an excused absence. If the teacher is too ill to teach remotely, this will follow the absence/leave policy laid out by the district and the FFCRA).
2. Direct all close contacts to stay home and quarantine for 10 days, with the specific exceptions listed in #3 below.
3. Staff who have been in close contact with someone who has COVID-19 are **not** required to quarantine if:
 - a. They have tested positive for COVID-19 and recovered, as long as they do not develop new symptoms, OR
 - b. They have been fully vaccinated against the disease and show no symptoms. “Fully vaccinated” means:
 - i. Person has received both doses of the two-dose vaccines (e.g., Pfizer or Moderna) or one dose of the one-dose vaccine(s) (e.g., Johnson and Johnson), AND he/she has waited at least two weeks after the second inoculation
4. Notify district administrators. District administrators will notify the local health department.
5. Notify families and staff via letter.

6. Begin contact tracing. Contact tracing within the school will be conducted by the school's COVID Response Team. Prelude Prep's expectation is that Bexar County Public Health will trace contacts outside of the school.

COVID Response Team:

- Each campus will have a COVID Response Team that consists of one of each of the following roles:
 - Administrator; Head Custodian; Counselor; Nurse; Attendance Clerk
- Larger campuses may assign multiple people in each role (i.e. two administrators, two counselors, etc).
- Each person on the COVID Response Team will be required to attend [contact tracing training through John Hopkins University](#)

Diagnostic and Screening Testing

- Staff will take a health screening for COVID-19 symptoms before coming onto campus each day.
- Students will take a health screening for COVID-19 symptoms before coming onto campus each day.
- Students, staff, or visitors **may not enter a district facility if any of the following apply:**
 - Diagnosed with COVID-19
 - Exhibiting one major or two minor COVID-19 symptoms
 - **Major symptoms of COVID-19 (1 symptom)**
 - Fever (100.0 or greater) and/or chills
 - Persistent cough
 - Shortness or breath or difficulty breathing
 - New loss of taste or smell
 - **Minor symptoms of COVID-19 (2 or more symptoms)**
 - Sore throat
 - Congestion or runny nose
 - Diarrhea/nausea/vomiting
 - Sudden onset of persistent headache
 - Waiting for results from a COVID-19 test
- Parents and/or guardians must screen their students' health condition daily using the criteria listed above.
 - A "yes" response to any of the above criteria requires the individual to remain at home. The parent/guardian should contact the campus nurse for further guidance on the student's return to school.
- Teachers will monitor students and refer to the nurse if symptoms are present.
- Visitors, including parents, are required to take a health screening for COVID-19 symptoms before coming onto campus.
- An individual diagnosed with COVID-19 may return to school when all three of the CDC symptom-based criteria are met:
 - 10 days since the start of symptoms
 - 24 hours fever free without the use of fever-reducing medications
 - Improved symptoms

Efforts to Provide Vaccinations to School Communities

Prelude Prep has communicated regularly with the community regarding vaccination opportunities through parent communication emails and website notification.

Appropriate Accommodations for Children with Disabilities with Respect to Health and Safety Policies

Students with disabilities in Pre-K through grade 2 that are at high risk due to health and safety concerns may benefit from homebound instruction to meet their long-term needs. This change of placement decision will be made by the student's 504/ARD committee following district protocol

Students with disabilities will also have equal access to learning loss assessments and all remediation intervention activities and supports in addition to their provision of FAPE. The student's ARD committee will make an individualized determination as to whether additional compensatory services are needed.

Coordination with State and Local Health Officials

If a significant number of confirmed cases occurs at a school, Prelude Prep will contact BCPH for advice on modified operations or the potential need for a temporary closure of the school.

The Superintendent communicates with state and local officials regularly (including Bexar County Public Health and local hospital leaders) in order to remain informed on health trends and to ensure that Prelude Prep's policies/procedures are in line with best practices across the region.

Continuity of Services

2021-2022 Academic Overview

Given the range of student experiences over the past year, recovery cannot be one-size-fits-all. Every student will need a unique set of supports and opportunities. The pandemic has inhibited teachers' ability to impact students, therefore we must address associated learning losses in a thoughtful, equitable way.

To this end, in the Fall of 2021, Prelude Prep Public School is planning on having essentially all students return to in person learning.

If health officials and the State of Texas determine that virtual learning is needed, all Prelude Prep students will have access to the internet and a learning device. District-provided devices and hotspots will be available for a year-long loan to families who do not already have connectivity. This will ensure that all students have equitable access to learning opportunities.

Moreover, all Prelude Prep students will be assessed for learning loss. All teachers will be measuring students' starting point for the school year. We know that the extended and unexpected time away from the school building, combined with the stress of the pandemic, impacted academic progress.

In addition to the social-emotional and mental health supports detailed below, families will continue to be able to access supports to ensure student health and continuity of learning, including family workshops and family engagement and a technology helpline.

Social-Emotional Support

Prelude Prep Public School will address the mental and social-emotional health of students and staff by support in the following areas:

- Beginning of the school year lessons and engagement with teachers.
- Emotional support of school counselors
- Information for families on how to access resources for mental health and wellness.
- At-home learning support provided to parents through consistent, scheduled communication with teachers.
- Continuation of the mental health hotline