



Bartlett ISD

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

2021-2022

(Updated 8/4/2021)

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INTRODUCTION

Bartlett ISD (BISD) created this plan to aid in navigating the reestablishment of our school so that employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

ESSER III MEMORANDUM AND COMMUNICATION PLAN

Bartlett ISD ESSER III Stakeholder Input Communication Plan

Purpose: Under the ESSER III Uses of Funds Plan Requirements, the district must engage in **meaningful consultation** with stakeholders and give the public an opportunity to provide input in the development of its plans (**Uses of Funds Plan** and **Return to In-Person Instruction and Continuity of Services Plan**).

An overview of the ESSER III funding will be posted on the District's Required Postings webpage. A link will be provided for stakeholder questions. All stakeholder input opportunities will be posted on the Required Postings webpage.

The required stakeholders and the type of engagement for each type of stakeholder are listed below:

Stakeholder	Type of Engagement	Date(s) of Engagement	Comments
Students	Survey (Overall) Small groups with Administrators or SEL provider	Jun/Jul 2021 TBD	
Families (Parents)	School Messenger Site-based meeting participation Survey	Jun/Jul 2021 TBD Jun/Jul 2021	
School & District Administrators	Leadership Meeting(s) (in- person, email, etc.)	Mar 2021 Apr 2021	Potential Funding Planning Documents ESSER II/II Allotments

		Jun/Jul 2021 Apr/May 2021 May 2021 Jun 2021 Jun 2021 Jul 2021	Grant Application Planning TEA Training Draft Comm Plan Developed Surveys Review Survey Results
Teachers	Survey (Overall)	Jun/Jul 2021	
Principals	See "Administrators" section	ongoing	

Bartlett ISD

ESSER III Stakeholder Input Communication Plan

Other Educators	Survey (Overall)	Jun/Jul 2021	
School Staff (Support staff/Auxiliary)	Survey	Jun/Jul 2021	
School Board	Overview of ESSER III Presentation of Funding Plan and School Safety/Continuity of Services Plan Participation in Public Forum(s)	May 2021 Aug 2021 TBD	Overview Review Plans
Stakeholders representing the interests of:	Type of Engagement	Date(s) of Engagement	Comments
Children with Disabilities	Survey	Jun/Jul 2021	
English learners	Survey	Jun/Jul 2021	
Children experiencing homelessness	Survey	Jun/Jul 2021	
Children in foster care	Survey	Jun/Jul 2021	
Migratory students	N/A		
Children who are incarcerated	N/A		

Other underserved students: Student 100% remote during SY 2020-2021	Survey	Jun/Jul 2021	
Stakeholders representing the interests of:	Type of Engagement	Date(s) of Engagement	Comments
ESSER III Pamphlet	Stakeholder Communication Publication	Jun/Jul 2021	Posted on BISD website

Stakeholder input gathered noted that the following were needed to address safety, learning gaps, and virtual learning opportunities.

1. Personal Protective Gear: Masks, gloves, hand sanitizer, Clorox wipes.
2. Facility Improvement: Water bottle refill stations and Retrofit for most water fountains in the district. Clean air- HVAC units that filter the air in high student populated areas.
3. Educational Technology: New Chromebooks to facilitate online/virtual learning if needed.
4. High Quality Instructional Material and Closing the Learning Gap: Tutoring, Intervention Programs and Services, Credit Recovery, Online Learning Opportunities
5. Social Emotional Learning: Services, Programs, Intervention for staff and students.
6. Retaining and Recruiting Highly Qualified Staff: Retention Stipend, Social Emotional Support Services, Professional Development Opportunities.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. Employee and student safety measures
2. Health guidelines

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE AND STUDENT SAFETY

VISITORS ON CAMPUS

BISD may increase restrictions on visitation to our campuses throughout the regular school year. Parents are encouraged to make appointments prior to arriving on campus. Parents are also encouraged to schedule appointments to meet with teachers and administrators. When possible, meetings and conferences may be conducted virtually. Parents are

encouraged to call the office when needing to sign students out of campus. A BISD staff member will escort the student to the parent when they arrive on campus. Visitors will be subject to health screenings before being allowed access to any BISD facility. If you have questions or concerns, please contact Mr. Clevenger, Mr. Crawley, or Mrs. Peace.

TRAVEL RESTRICTIONS

BISD will follow recommendations from the Texas Education Agency and the University Interscholastic League for all student and staff travel. Travel to competitions, performances, school events, conferences and workshops may be suspended or postponed with little to no notice.

STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students, parents are required to screen each student each school day for COVID-19 or COVID-19 symptoms.

- Repeated coughing
- Loss of taste or smell
- Measured temperature greater than or equal to 101 degrees Fahrenheit

Parents must ensure they do not send a child to on campus school if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19. Instead, the parent should opt to receive remote instruction (at home instruction) until conditions for re-entry (listed below) are met. Parents may also opt to have their student(s) receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed. School systems may consider screening students for COVID-19. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions should also be asked of a student's parent if that parent will be dropping off or picking up their child from inside the school. Regularly performing a forehead temperature check of otherwise asymptomatic students in school is not recommended, but the practice is also not prohibited by this guidance.

If a student has been diagnosed with COVID-19, you may return to school when all 3 of the following criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); **and**
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); **and**
3. At least 10 days have passed since symptoms first occurred.

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations. This includes following confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. 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 on any on campus activities.
3. Students/Staff who are determined to be a close contact have the option to return to school as long there are no symptoms of IE: Loss of Taste/Smell, measured temperature of 101 degrees or greater, or repeated coughing.

Additional information can be obtained at the following location:

<https://tea.texas.gov/sites/default/files/covid/covid19-SY-20-21-Public-Health-Guidance.pdf>

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening prior to arriving on campus each day which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Repeated Coughing
- Loss of taste or smell
- Measured temperature greater than or equal to 101 degrees Fahrenheit

All screening information will be kept confidential by Human Resource and the district nurse.

EMPLOYEE HEALTH PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all 3 of the following criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); **and**
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); **and**
3. At least 10 days have passed since symptoms first occurred

GUIDANCE IF EXPOSED to COVID-19

BISD's first concern is for the health and safety of the student or staff and for those around them.

Please do the following:

If someone has been exposed to Covid-19, they may return to school as long as they are no symptomatic with the following symptoms:

1. Repeated Coughing
2. Loss of taste or smell

Measured temperature greater than or equal to 101 degrees Fahrenheit

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Bartlett ISD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. ****Strongly recommended for any student who has not been vaccinated per CDC guidelines.**

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

PERSONAL WORKSPACE/CLASSROOM

Bartlett ISD staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team, grade level, or scheduled class. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Bartlett ISD has hand sanitizers throughout the workplace and in common areas. Cleaning supplies and sprays are available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Bartlett SD Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity – Bartlett ISD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Breakrooms or Teacher Lounge/Multipurpose Room – Shared appliances such as coffee machines, refrigerators, and microwaves should be cleaned at the end of the day.

FACILITIES CLEANING

The safety of BISD employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected. BISD will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	At the end of the day
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 2-4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General cleaning and disinfecting measures should be followed regularly.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

SIGNAGE

Signage may be placed throughout the offices and school.



FOOD DELIVERY

Will be allowed, but may be suspended at any time during the school year.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum immediately before starting a route to pick up students or immediately after the morning and afternoon routes.

COVID-19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID-19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending to the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home within one hour of being notified by the nurse or an administrator.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

AT THE BEGINNING OF EACH SCHOOL DAY

- Bus drivers may do temperature checks when students enter the bus.
- Teachers may do temperature checks when students arrive in the classroom 1st period.

RESTROOM USAGE DURING THE SCHOOL DAY

The school district at any time may establish maximum capacity for the facility that allows for social distancing and post the maximum capacity sign on the door.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

CAFETERIA AND MEAL PERIODS

- Mealtimes may be extended to promote maximum safety
- Students may be provided with grab and go meals to reduce time in lines
- Students will maintain social distance guidelines while in the cafeteria
- Hand sanitizer will be available while students are waiting to be served
- Students may be asked to use disposable trays
- Students will be trained on proper hand washing techniques

CLASSROOM ARRANGEMENTS

- Social distancing to the fullest extent possible
- Students will be encouraged to wash their hands between classes
- Teachers/Staff may be required to sanitize student desk after each use

STAFF TRAINING

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

Staff training will be structured to effectively disseminate information to all appropriate audiences. Staff training will cover content previously contained within this document.

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often
2. Visit the BISD website
3. Follow BISD social media platforms
4. Dojo/Bloomz PK-2; Google Classroom Grades 3-12
5. Provide accurate phone numbers and email addresses to the school district and update them as needed.

Section 2: ON CAMPUS AND AT HOME INSTRUCTION

BISD will provide face to face instruction for all students. BISD will provide virtual instruction ONLY for students who have a lab confirmed positive COVID-19 case. In this instance, BISD will need a copy of the lab confirmed paperwork from your medical provider. Virtual instruction may be up to the teachers' discretion IE: Google Classroom, Edgenuity, Class Dojo, Classroom text books, worksheets, etc.

Grading and Attendance for All Instructional Models

Students attending school on campus or receiving at home instruction are subject to all approved grading and attendance policies. All student handbook guidelines and grading policies will apply at all times and must be adhered to. Students that fail to make academic progress (During 10 day Quarantine), do not complete academic packets or opt not to participate during the school year may not meet guidelines for promotion to the next grade or meet graduation requirements. Promotion to the next grade level requires students to complete the requirements outlined in Board Policy EIE(LOCAL).

Student participation in UIL, extracurricular activities, athletics, and CTE Career and Technical Education.

Only students who are eligible to participate and who are NOT COVID-19 positive may participate. The head coach/sponsor or campus principal has the final decision on whether any student will participate.

ON CAMPUS INSTRUCTIONAL EXPECTATIONS

For additional information about on campus instructional expectations, please refer to the full asynchronous learning plan located on the district website.

Summary of On Campus Instructional Expectations

- Full school day, Monday – Friday
- Positive COVID-19 cases will be isolated to localized, direct contact treatments, and not result in whole school or district-wide closures.
- Student(s) could transition to a remote, home-based option due to a positive COVID-19 case, until being symptom free for 72 hours and cleared by a doctor.
- As per current state and local guidance, face coverings are strongly recommended for any student or staff who are NOT vaccinated.
- Teachers may require students of any age to wear face coverings while in their classrooms. In these cases, the student will be expected to either wear the district-issued face covering or bring one of their own.
- Visitors & volunteers may be asked to wear face coverings and adhere to social distancing of 6ft.
- Daily screening procedures such as touchless temperature checks may be conducted.
- Required pick-up within one hour of parents being notified by the school nurse of a child's illness.
- Bus services as normal, but windows are down, temperature and weather permitting, and social distancing measures taken.
- Altered specials/electives/extra-curriculars based on conditions allowed and guidance from UIL.

- Frequent handwashing and hand sanitizing (stations are located throughout the building and in classrooms).
- It is recommended for students to bring their own water bottle.
- Restroom usage limited and regulated
- Special program services offered as normal
- Possible reduction in student movement/transitions in buildings
- Limited sharing of school supplies
- More assigned seating and workstations
- Social distancing in classrooms, to the fullest extent possible
- Limited activities that require large gatherings

AT HOME LEARNING INSTRUCTIONAL EXPECTATIONS

As BISD receives additional guidance and requirements from the state of Texas, TEA, and UIL, additional information may be added to this plan. It is important to consistently monitor your email, Facebook, and the BISD website for further updates. Again, ONLY students who are quarantining due to a positive COVID-19 case will be remote learners.

Summary of At Home Learning Expectations

- Full school day, Monday - Friday
- **Full Internet connection required**
- Attendance will be taken daily to fulfill local and state requirements.
- Mandatory log in and progress made each day for all classes.
 - Failure to log in/show progress each day may result in disciplinary action, truancy court, and/or may result in loss of remote learning option.
- All instruction will either be delivered/facilitated online, and/or in combination with workbooks and/or packets.
- Instruction will be assigned by each teacher each class period as normal and will follow district curriculum.
- BISD teacher will communicate daily/weekly learning expectations in the district learning management system (Class Dojo/Bloomz/Google Classroom/ Edgenuity).
- Daily progress can be made through student learning plans as defined by the teacher in the learning management system.
- Students will be expected to participate in district/state assessments to document student learning and growth as required by the State.
- Students may be required to test on campus.
- Scheduled instruction and interaction will be made available by the teacher.
- Students will turn in daily assignments to the teacher through the Learning Management System (Bloomz, Class Dojo, Google Classroom, Edgenuity).
- Teachers will provide feedback to students and use district grading guidelines on all assignments.
- Altered specials, extracurricular, and electives
- Student-issued device will only be provided through an extenuating circumstance provision.

- Social-emotional support provided
- Special program services available
- Some electives WILL have on-campus requirements, such as CTE and Athletics.
- Extracurricular activities MAY have on-campus requirements.