



# Bartlett ISD

## **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*

*2022-2023*

*(Updated 8/4/2022)*

|  |                                     |
|--|-------------------------------------|
| <b>INTRODUCTION</b>  | 4                                   |
| <b>GUIDING PRINCIPLES</b>                                  | 4                                   |
| <b>SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS</b>  | 4                                   |
| <b>EMPLOYEE AND STUDENT SAFETY</b>                         | 4                                   |
| <b>VISITORS ON CAMPUS</b>                                  | 4                                   |
| <b>TRAVEL RESTRICTIONS</b>                                 | 4                                   |
| <b>STUDENT SCREENING AND PROTOCOLS</b>                     | 5                                   |
| <b>EMPLOYEE SCREENING AND PROTOCOLS</b>                    | 6                                   |
| <b>EMPLOYEE HEALTH PROTOCOL</b>                            | 6                                   |
| <b>GUIDANCE IF EXPOSED to COVID-19</b>                     | 6                                   |
| <b>SOCIAL DISTANCING</b>                                   | 7                                   |
| <b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>                 | 7                                   |
| <b>PERSONAL WORKSPACE/CLASSROOM</b>                        | 7                                   |
| <b>SHARED WORKSPACE</b>                                    | 7                                   |
| <b>FACILITIES CLEANING</b>                                 | 8                                   |
| <b>GENERAL DISINFECTION MEASURES PROTOCOL</b>              | 9                                   |
| <b>DEEP CLEANING AND DISINFECTION PROTOCOL</b>             | 9                                   |
| <b>SIGNAGE</b>   | 9                                   |
| <b>FOOD DELIVERY</b>                                       | 9                                   |
| <b>PREVENTIVE MATERIAL INVENTORY</b>                       | 9                                   |
| <b>BUS DRIVERS/BUS PROTOCOLS</b>                           | 10                                  |
| <b>COVID-19 CASE FORM</b>                                  | 10                                  |
| <b>AT THE BEGINNING OF EACH SCHOOL DAY</b>                 | 10                                  |
| <b>RESTROOM USAGE DURING THE SCHOOL DAY</b>                | 10                                  |
| <b>LOCKER ROOMS</b>  | 10                                  |
| <b>CAFETERIA AND MEAL PERIODS</b>                          | 11                                  |
| <b>CLASSROOM ARRANGEMENTS</b>                              | 11                                  |
| <b>STAFF TRAINING</b>                                      | 11                                  |
| <b>COMMUNICATION METHODS</b>                               | 11                                  |
| <b>Section 2: ON CAMPUS AND AT HOME INSTRUCTION</b>        | 11                                  |
| <b>Grading and Attendance for All Instructional Models</b> | <b>Error! Bookmark not defined.</b> |

|   |                                     |
|---|-------------------------------------|
| <b>Student participation in UIL, extracurricular activities, athletics, and CTE Career and Technical Education.</b> | 12                                  |
| <b>ON CAMPUS INSTRUCTIONAL EXPECTATIONS</b>   | <b>Error! Bookmark not defined.</b> |
| <b>Summary of On-Campus Instructional Expectations</b>  | 12                                  |
| <b>AT HOME LEARNING INSTRUCTIONAL EXPECTATIONS</b>  | <b>Error! Bookmark not defined.</b> |
| <b>Summary of At Home Learning Expectations</b>   | 12                                  |

## **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.

## **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. Cruddas.

#### **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), is lab-confirmed with COVID-19, or is positive from any type of Covid-19 test. School systems may consider screening students for COVID-19. If a student has symptoms, they will be sent to the nurse to be tested for Covid-19. The school district may also ask the parents/guardians to take their child to get tested for Covid-19.

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 (24 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 5 days have passed since symptoms first occurred, or from the date of the positive test.
4. If someone tests positive and have no symptoms but later develop symptoms, the clock starts over and should restart the 5-day isolation period. Guidance can be given from the school nurse regarding this situation.

### 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. If testing is available at school, the school may ask the employee to go to the nurse and test for Covid-19.
- 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 24 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 5 days have passed since symptoms first occurred, or from the date of the positive test. The day after the positive test is the first day.
4. If someone tests positive and have no symptoms but later develop symptoms, the clock starts over and should restart the 5-day isolation period. Guidance can be given from the school nurse regarding this situation.

## 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
3. Measured temperature greater than or equal to 101 degrees Fahrenheit

## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. It is recommended that Bartlett ISD employees, students, parents, and visitors should practice, when possible, 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, but is not mandatory by the school district, 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 may use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students at times, may be 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.*

At times, the school district may limit access to certain workspaces to reduce exposure to risks and ensure employee safety, that may at times, include the following:

**Capacity** – Bartlett ISD may monitor 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 may be, at times, be asked to clean at the end of the day.

## FACILITIES CLEANING

The safety of BISD employees and students is our first priority. Upon reopening a campus after a closure, our schools will 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                                     |
|-----------------------------|--|---|
| <b>Workspaces</b>           | Classrooms, Offices  | At the end of each use/day                    |
| <b>Appliances</b>           | Refrigerators, Microwaves, Coffee Machines                             | At the end of the day                         |
| <b>Electronic Equipment</b> | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use/day and/or between use |
| <b>General Used Objects</b> | Handles, light switches, sinks, restrooms                              | At least 2-4 times a day                      |
| <b>Buses</b>                | Bus seats, handles/railing, belts, window controls                     | At the end of each use/day                    |
| <b>Common Areas</b>         | 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

At times, 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** and the case form will be completed.

Once the employee or student arrives at the nurse station, the nurse will provide a mask.

- The nurse must complete the **Suspected COVID-19 Case Form**
- 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.

## AT THE BEGINNING OF EACH SCHOOL DAY

- At times, the bus drivers may do temperature checks when students enter the bus.
- At times, 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

At times, the district may ask students, while in locker rooms, to stay 3 to 6 feet from others in order to eliminate contact with others.

## **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
- At times, the district may ask students to maintain social distance guidelines while in the cafeteria, when feasible
- 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**

- When feasible, social distancing should be practiced to the fullest extent possible
- Students will be encouraged to wash their hands between classes
- At times, 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 is not required to provide virtual instruction for students who have a lab confirmed positive COVID-19 case. In this instance, students who test positive for Covid-19 will be asked by BISD to provide a copy of the lab confirmed paperwork from your medical provider, and virtual instruction may be up to the teachers' discretion IE: Google Classroom, Edgenuity, Class Dojo, Classroom text

books, worksheets, etc. It is the responsibility of the student to make up any missing work and communicate with the teachers of record.

## **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.

## **Summary of On Campus Instructional Expectations**

- Monday-Friday, 8-3:38
- The district uses TEKS Resource System to create lesson plans for each grade level and subject.
- Some grade level lesson plans are independent and created by the teacher of record
- All students must adhere to the student handbook and student code of conduct
- All students must follow each teachers' rules, procedures, and guidelines
- All students must follow all safety procedures
- All students follow the grading guidelines and will be held to the student handbook, student code of conduct, and held to the local grading policy guidelines

## **Summary of At-Home Learning Expectations**

- Currently, for the 2022-2023 school year, there will be NO at-home remote learning.