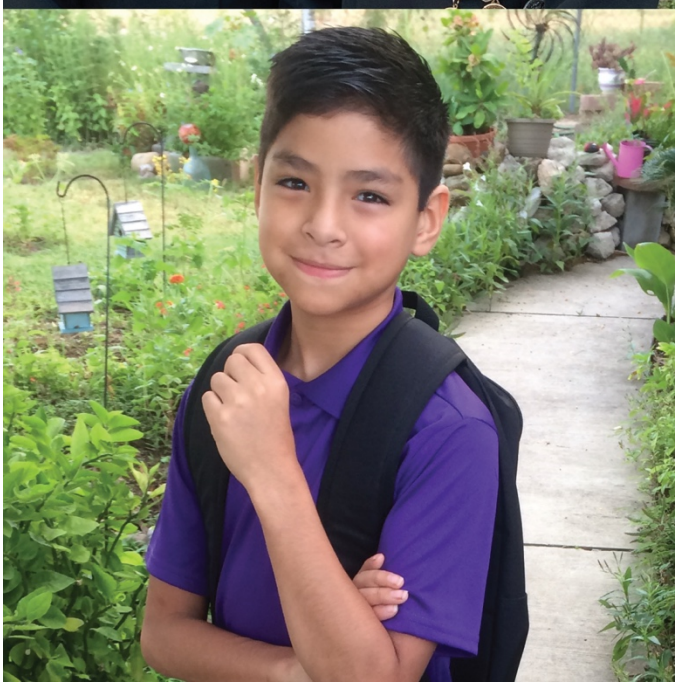






SAN BENITO CISD

Return-to-School Plan
In Response to COVID-19
2020-2021

[Presented August 2020]

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* *All dates indicated herein are currently tentative and will depend on state, county, and local orders.*

INTRODUCTION

The objective of this plan is to aid in navigating the reestablishment of our school district where 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 provided by the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), the Texas Education Agency (TEA), and relevant local agencies. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

The COVID-19 pandemic remains quite fluid and will continue to influence how the District begins and navigates through the new school year.

GUIDING PRINCIPLES

The following guiding principles have been established to ensure the well-being of our students and employees:

1. Employee and Student Safety Measures,
2. Health Guidelines, and
3. Support for Families.







SECTION 1

Safety of Students, Staff & Visitors

PHASES AND TIMELINES

Below is a summary of the phases and timelines. Before implementation, the District will communicate the re-entry timeline and phases to all employees, students, and parents.

The Return-to-School Plan timeline includes transitioning from remote instruction to face-to-face instruction when deemed safe by governing entities; this information, however, can change when necessary for the health, safety and well-being of our students and staff.

PHASE	TIMING	ITEM
Planning	June - July	• Obtain supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation for reopening with thorough cleaning
Phase 1	September 8 - November 2 (Pending TEA waiver); Longer pending TEA and local health department	• Implement social distancing protocol and open facilities with limited access/use by employees • Initiate Remote Instruction for students
Phase 2	November 3 or later pending TEA and local health department	• Expand use of school per recommendations and data from CDC, TEA, Texas Governor, and applicable state and local agencies • Provide live instruction as an option
Phase 3	TBD (To Be Determined)	• Open school fully • Expand full operation based on recommendations and data from CDC, TEA, Texas Governor, and applicable local and state agencies • Determine what guidelines or restrictions will remain in place

VISITOR PROCEDURES AND PROTOCOLS

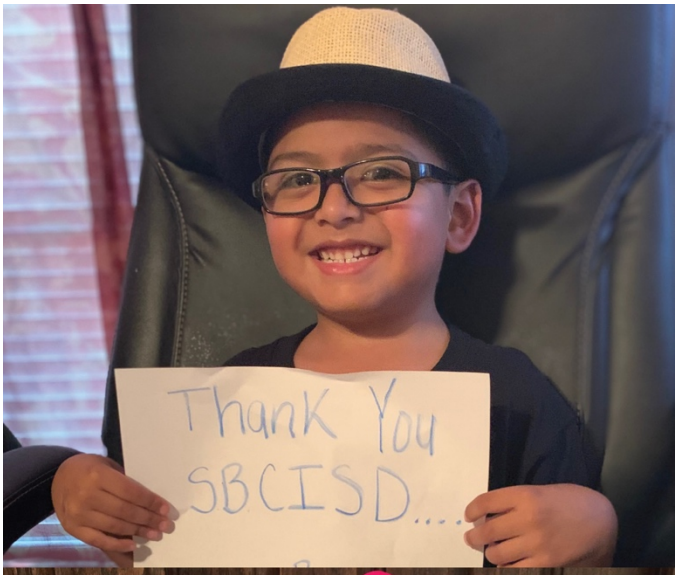
Visitor procedures and protocols for essential and non-essential visits:

PHASE	TYPE OF VISIT	PROCEDURES / PROTOCOLS
PHASE 1	ESSENTIAL	• **Only SBCISD staff** will be allowed on campus or in district offices during the Planning Phase, Phase 1, and during Remote Instruction. • Visitation will be limited to essential visitors who have previously scheduled appointments. • **All visitors** must wear face masks that cover their nasal and mouth areas at all times. CDC recommendations will be followed including social distancing, visitations within assigned areas only, and other required building entry protocols implemented at each campus and district office. • All other safety protocols for visitors will continue including sign in/out systems and the background check via school electronic systems. **Deliveries:** • Vendors with school-related business will include: • Delivery staff (District PRIM staff, USPS, FedEx, UPS, and other carriers) • School supplies (Gateway, Staples, etc.) • Other vendors (campus/department approved) • All deliveries will be conducted in one central location with all delivery staff following all campus and department safety protocols for COVID-19 and safety identification systems.
	NON-ESSENTIAL	SBCISD will not allow normal public visitation to our campuses and district offices during Phase 1. This will include: • Parents, family and community members • FACE Department volunteers • Student booster club members (Cheer, Band, Athletics, Dance Teams, Chess, etc.) • Vendors/Sales Representatives • Others identified as non-essential by principals/directors

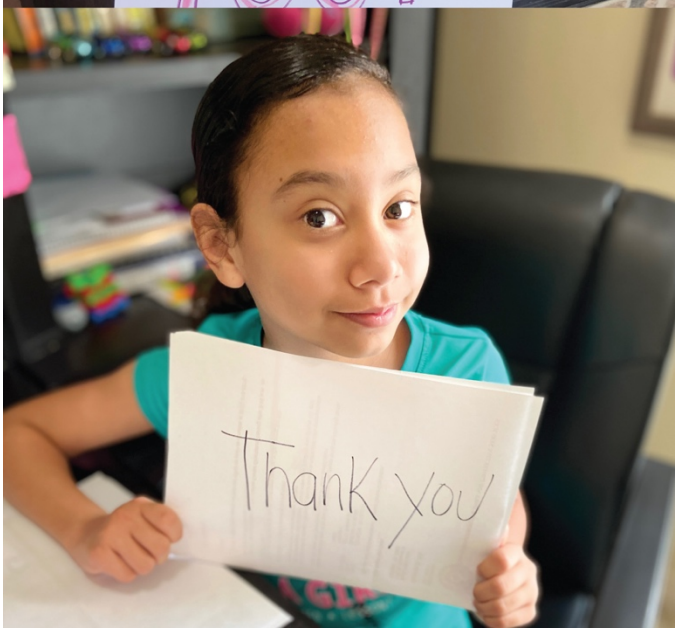
		If non-essential visitors are allowed to conduct school business, they must follow the same protocols as the essential visitor. Non-essential visitors, including those registered via SBCISD safety processes, should utilize virtual meetings, when possible. **Non-essential deliveries for students and staff** such as food/meals/snacks, birthday and holiday items, personal items, homework, musical instruments, athletic gear, and personal devices – are prohibited. Breakfast and lunch visits are also prohibited.
PHASE 2	ESSENTIAL	All essential visitors will follow the Phase 1 criteria during Phase 2.
	NON-ESSENTIAL	All non-essential visitors will follow the Phase 1 criteria during Phase 2.
PHASE 3	ESSENTIAL	All essential visitors will follow the Phase 1 and 2 criteria with some modifications made with the recommendations of federal, state, and local guidelines for implementation for full school openings. The district may continue to follow the current protocols until the Superintendent has specifically determined updates for SBCISD.
	NON-ESSENTIAL	All non-essential visitors will follow the Phase 1 and 2 criteria with some modifications made with the recommendations of federal, state, and local guidelines implemented for full school openings. The district may continue to follow the current protocols until the Superintendent has specifically determined updates for SBCISD.

TRAVEL RESTRICTIONS

SBCISD will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the office of the Superintendent.







SAN BENITO CISD

COVID-19
Student Procedures
& Protocols

2020-2021

[Updated 08.10.2020]

SAN BENITO CISD
COVID-19 STUDENT PROCEDURES AND PROTOCOLS

PURPOSE

The health and safety of our students, staff, and community is our highest priority and San Benito CISD is closely monitoring the spread of COVID-19. Guidance was received from the Texas Department of State and Health Services (DSHS), the Center for Disease Control and Prevention (CDC), the Cameron County Health Department and the Texas Education Agency. All students are expected to adhere to the following guidelines.

Return to School

1. All students will need their parent/guardian to submit the Travel Disclosure Form to their campus a week before they are scheduled to report to school for in person instruction. The Travel Disclosure Form is also required to be submitted any time a student travels outside of the United States.
2. Unless otherwise notified, all students will report to school in accordance to the San Benito CISD 2020-2021 Calendar (can found on the District website).

Before a Student Reports to School

1. All students will be required to self-screen or have their parent/guardian screen them for signs or symptoms of COVID-19. Symptoms may include, but are not limited to: new or worsening cough, shortness of breath, sore throat, loss of taste or smell, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.
2. Upon screening, if students exhibit ***any*** of the above COVID-19 related symptoms, students/parents must notify their campus principal and the school nurse. Students will not be able to report to school or enter any district building or facility until student is cleared by the nurse.
3. It is highly recommended that parents who have students in grades Pre-K through 5th grade wait at the bus stop with their children. Bus drivers will check each student's temperature ***prior*** to boarding the bus. Students with a temperature of 100 degrees Fahrenheit or greater (and their school-aged siblings or family members who live in the same household) will not be able to board the bus. The bus driver or monitor will contact the parents of any unaccompanied student(s) who is not able to board the bus. If contact with the parents is not made, the Transportation Department will transport the child(ren) in another vehicle.
4. If medically able, students will be allowed to complete class assignments remotely from home.
5. Parents (or capable students) will communicate with the nurse to provide updates, as needed, on a student's condition.
6. Students will not be able to return to any school or District facility until they are cleared by the nurse.

While Students are in District Facilities or Property

1. If students are not exhibiting any of the COVID-19 symptoms and have not come into close contact with a person who is lab-confirmed to have COVID-19, students will be allowed to be in school.
2. While at school, students will be required to follow these guidelines:
   a. Students shall wear masks or face coverings (no bandanas).
   b. Students shall maintain social distancing of at least 6 feet from one another.
   c. Students shall wash their hands and/or use hand sanitizer throughout their time in the building.
   d. Students shall not shake hands, touch, or hug others.
3. If students develop symptoms of COVID-19 during the school day, students must immediately separate themselves from their peers and notify their teacher. That teacher must send the student to the designated isolation room and immediately notify nurse. The nurse will then notify the parent to pick up the student from school and contact their medical provider. If the student has any siblings or school-aged family members that reside together, the campus nurse must contact the nurse at each of the campus(es) to inform them that the sibling and/or school-aged family members must be sent home.
4. Students will not be able to return to school or enter any district building or facility until cleared by the school nurse.

PLEASE NOTE: COVID-19 test results and notes from medical professionals will only be accepted from medical organizations/clinics in the United States.

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:

1. being directly exposed to infectious secretions (e.g., being coughed on); or
2. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

Anyone who has had close contact must adhere to the following guidelines:

1. Stay home until 14 days after last exposure to individual who is lab-confirmed to have COVID-19, maintain social distance (at least 6 feet) from others at all times, and avoid contact with people at higher risk for severe illness from COVID-19.

2. Self-monitor for symptoms:
   a. Check temperature twice a day.
   b. Monitor for fever (temperature greater than 100 degrees Fahrenheit), cough, shortness of breath, or other symptoms of COVID-19.
   c. Follow CDC guidance if symptoms develop.

COVID-19 STUDENT PROCEDURES AND PROTOCOLS *	
Step 1	The student is exhibiting symptoms, tests positive for COVID-19, **OR** has come into close contact with a person who is lab-confirmed to have COVID-19.
Step 2	**If the student is at home:** The student must notify the campus principal and nurse. The student will not be able to report to school or enter any district building or facility until cleared by the nurse.
Step 3	**If the student is at school:** The student must immediately separate himself/herself from his/her peers and notify his/her teacher. The teacher must send the student to the designated isolation room and notify the nurse. The nurse will notify the student's parents to pick up the student from school and contact their medical provider. If the student has siblings or lives with school-aged family members (e.g., cousins), the nurse must notify the nurse(s) at other campus(es). The siblings and/or school-aged family members must also be sent home and follow the same steps as the student who is experiencing symptoms or is lab-confirmed positive.
Step 4	**If the student's health permits it and if assignments can be done remotely**, the student will be allowed to complete class assignments remotely from home.
Step 5	If the student is tested and diagnosed with COVID-19: • The student or parent/guardian will complete the COVID-19 Student Report Form and submit it to the campus nurse. • The campus principal (or designee) will initiate contact tracing protocols and will contact any student and employee who came into close contact (see definition) with the student. • The custodial department will initiate disinfection protocols. • The nurse will notify the local health department. • The campus principal (or designee) will provide notice to teachers, staff and parents.
Step 6	Once cleared by the school nurse, the student can return to school and follow the COVID- 19 Student Procedures and Protocols.

* The above procedure and protocols are subject to change pending any other updates or directions from our local, state, and national health leaders.

COVID-19 RESPONSE FOR STUDENTS

COVID-19 Status – If the student is/has:	Student Responsibilities	Campus Responsibilities
Experiencing symptoms of COVID-19 **OR** is lab-confirmed with COVID-19	The student must be sent home to isolate. The student may return to school when all criteria are met: • At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications) • The student has improvement in symptoms (e.g., cough, shortness of breath), **AND** • At least 10 days have passed since symptoms first appeared If the student has symptoms of COVID-19 but is not evaluated by a medical professional or tested for COVID-19, then the student is assumed to have COVID-19 and must meet the three-step set of criteria listed above. If the student has symptoms of COVID-19 and wants to return to school before completing the above stay-at-home period, the student must either: • Obtain a medical professional's note from a physician or practitioner practicing in the US clearing the student for return based	Immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian. Student must wait in the designated isolation room. Close off and then clean areas that were used by student as soon as feasible. If student has siblings or lives with school-aged family members (e.g., cousins), nurse must notify nurse(s) at other campus(es). Siblings and/or school-aged family members must be sent home. Siblings and/or school-aged family members must then follow the same steps as the student who is experiencing symptoms or is lab-confirmed positive. *If the student is COVID-19 positive: Close off areas that are heavily used by the student until non-porous surfaces can be disinfected, unless more than 3 days have passed since the student was on campus.

	on an alternative diagnosis, **OR** • Obtain a negative test result on an acute infection test taken at an approved COVID-19 testing location (https://tdem.texas.gov/covid-19/) in the US.	The nurse must also notify health department. The campus principal (or designee) must provide notice to teachers, staff, and parents.
COVID-19 Status – If the student is/has:	**Student Responsibilities**	**Campus Responsibilities**
Regular or close contact with another person who is experiencing symptoms, **OR** is lab-confirmed with COVID-19 **OR** is pending results of COVID-19 test	1. Stay home until 14 days after last exposure to individual who is lab-confirmed to have COVID-19, maintain social distance (at least 6 feet) from others at all times, and avoid contact with people at higher risk for severe illness from COVID-19. 2. Self-monitor for symptoms: a. Check temperature twice a day. b. Monitor for fever (temperature greater than 100 degrees Fahrenheit), cough, shortness of breath, or other symptoms of COVID-19. c. Follow CDC guidance if symptoms develop.	If the student is on campus when exposure is reported: • The nurse needs to screen for COVID-19 symptoms. • Immediately separate student from others until the student can be picked up by a parent or guardian. Student must wait in the designated isolation room. • Close off and then clean areas that were used by student as soon as feasible. (Campuses may remain closed to on-campus instruction for up to five consecutive days.) • If student has siblings or lives with school-aged family members (e.g., cousins), the nurse must notify nurse(s) at other campus(es). Siblings and/or school-aged family members must be sent home. Nurse must also notify health department.

		Campus principal and/or designee must provide notice to teachers, staff and parents.
Traveled internationally	Student must remain off campus until the 14 day incubation period has passed (upon return to the US).	If student is on campus when travel is reported: • The nurse needs to screen for COVID-19 symptoms. • Immediately separate student from others until the student can be picked up by a parent or guardian. The student must wait in the designated isolation room.

Please Note: While a student is pending results of COVID-19 tests, he/she ***must*** remain at home. If results are positive, follow steps listed above. If results are negative, contact school and provide copy of test to school nurse.

SYMPTOMS OF COVID-19

COVID-19 Symptoms for Screening (this list is not all inclusive):

- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Chills
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- New onset of severe headache, especially with a fever
- Sore throat
- Loss of taste or smell
- Diarrhea, nausea, vomiting, or abdominal pain
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit (or 100.4 if taken by mouth)
- Known close contact with a person who is lab-confirmed to have COVID-19

For a comprehensive list of COVID-19 symptoms, please refer to the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

San Benito CISD
COVID-19 Student Travel Disclosure Form

Recent Travel Reporting Form – Student

Student Name: _____ **Student ID:** _____

Campus: _____ **Grade:** _____

Parent Name: _____ **Phone Number:** _____

1. Have you traveled outside of the United States?

   □ No, I have not traveled outside of the United States.
   (Form kept at campus/department)

   □ Yes, I have traveled to the following country or countries outside of the United States. *(Submit form to campus nurse)*

   A. List all countries to which you have traveled:

      _____

      List the beginning and ending dates of the trip:

      From: _____ To: _____

   B. Report your travel to the Cameron County Health Department at 956-247-3650.

      □ Yes, I have reported travel to the Cameron County Health Department on the following date:_____

   C. Screen for symptoms of COVID-19, remain off all campuses/district facilities until 14 day incubation period has passed. Must be cleared by school nurse to return to campus.

TO BE COMPLETED BY SCHOOL NURSE:

Date form received: _____

Date student returned to campus: _____

San Benito CISD
COVID-19 Student Report Form

Confidentiality:
All information gathered, including information related to a student's medical information, will always remain confidential.

Student's Information:

Student Name	ID	Date

Campus	Grade

Home Address	Phone #	Alternate Phone #	Email Address

Date COVID-19 Test Performed	Test Result (If positive, complete the rest of the form)

Student's Emergency Contact Information

Name	Relation to Student	Phone Number	Email Address

Contact Tracing Information:

Student Name	Dept.	Grade	Date of Last Contact	Phone Number	To Be Completed by Campus Principal/Designee or Nurse		
					Date Student Informed	Date Test Administered	Results







SAN BENITO CISD

COVID-19
Employee Procedures
& Protocols

2020-2021

[Updated 08.10.2020]

SAN BENITO CISD
COVID-19 EMPLOYEE PROCEDURES & PROTOCOLS

PURPOSE

The health and safety of our students, staff, and community is our highest priority and San Benito CISD is closely monitoring the spread of COVID-19. Guidance was provided by the Texas Department of State and Health Services (DSHS), the Center for Disease Control and Prevention (CDC), the Cameron County Public Health Department (CCPHD), and the Texas Education Agency (TEA). All district employees are expected to adhere to the following guidelines.

Return to Work

1) All employees will need to submit a Travel Disclosure Form to their immediate supervisor a week before they are scheduled to report to work and as travel occurs thereafter.
2) Unless otherwise notified, all employees will return to work at the start of their contractual date (Working Days – Starting and Ending Dates can be found on the Human Resources District Website).

Before an Employee Reports to Work

1) All employees will be required to self-screen and utilize a screening tool for signs or symptoms of COVID-19. Symptoms may include new or worsening cough, shortness of breath, sore throat, loss of taste or smell, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.

2) If an employee exhibits COVID-19 symptoms, has come into close contact with a person who is lab-confirmed to have COVID-19, or has COVID-19, he/she must notify his/her immediate supervisor and the Human Resources Office at (956) 361-6150 or via email to mmjalomo@sbcisd.net. The employee will not be able to report to work or enter any district building until cleared by a medical provider or by the HR Office.

3) If able to, employees will be allowed to work remotely from home.

   - Employees must check their work email on a daily basis.
   - During the workday, all communications through social media should remain professional in nature, be work related, and be in accordance with District guidelines, policies and procedures.
   - When communicating with students, parents or colleagues, employees should adhere to the San Benito CISD Board Policy DH: *Electronic Communications between Employees, Students, and Parents*.
   - Employees must preserve emails and texts sent to parents, students, and other staff members as required by the Public Information Act.
   - Employees must adhere to all Federal, State, and Local policies and procedures.

- Employees will follow *Work from Home Expectations*.
- At any given time, an employee may be asked to complete tasks at the direction of their supervisor. If an employee is not readily available to come into work physically or accessible to work remotely, the employee will have to use their accrued leave (state, local, and/or emergency leave). Absence reporting protocols must be followed and recorded.

4) If employees are not able to work remotely, employees may be eligible to take emergency paid sick leave (EPSL), state, or local leave during this time in accordance with District Policies and Federal Law. If employee requires extended leave for complications from COVID-19, the employee may be eligible for Family Medical Leave (FML). All FMLA protocols should be followed.

5) Employees will limit communication about health matters to their direct supervisor and to Human Resources. Human Resources and Campus Administrators/Representative will take responsibility for notifying individuals who may have been exposed. This process will ensure that the employees' personal and medical information is kept confidential.

6) The employee will not be able to return to work or enter any district building until the 14-day incubation period has passed or cleared by a medical provider (licensed medical professional that is practicing in the United States) and by the HR Office. The employee must submit a copy of their COVID-19 results to Human Resources via email to mmjalomo@sbcisd.net.

While Employees are at Work in District Facilities or Property:

1) Employee self-screens and checks for symptoms. If employee is NOT exhibiting any of the COVID-19 symptoms and has not come into close contact with a person who is lab-confirmed to have COVID-19, employee clocks in.

2) While at work, employees will be required to follow these guidelines:

- Employees shall wear masks or face coverings (no bandanas).
- Employees shall be in classrooms or offices by themselves and must maintain social distancing of at least 6 feet from one another.
- Employees shall avoid in person gatherings (5 or more employees) that are longer than 15 minutes.
- Employees shall wash their hands or use alcohol-based hand sanitizer throughout their time in the building. Antibacterial soap and hand sanitizer will be available throughout the building.
- Employees shall cover their mouth and nose when sneezing.
- Employees shall cover their mouth when coughing.
- Employees shall not shake hands, touch, or hug others.
- Employees shall continue to self-monitor their health.

3) If an employee develops symptoms or becomes sick during the workday, the employee must immediately separate himself/herself from their colleagues, notify their immediate supervisor, leave their worksite and contact their medical provider.

4) The employee will not be able to return to work or enter any district building until cleared by a medical provider (licensed medical professional that is practicing in the United States). The employee must submit a copy of their COVID-19 results to Human Resources via email to mmjalomo@sbcisd.net immediately.

Immunocompromised Employees:

Some workers may be at a higher risk for severe illness from COVID-19. These employees may include individuals over the age of 65 and those with documented underlying medical conditions (CDC - People at higher risk). Employees are encouraged to self-identify to their Principal, Director, or Human Resources so the District can explore reasonable accommodations to minimize their risk of exposure to COVID-19.

Essential Employees:

To ensure continuity of operations of essential functions, essential employees may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

Work from Home Expectations:

While working remotely, employees are expected to:

- Be available for and respond to calls, emails, and meetings during work hours.
- Remain on task, on district assigned work, during work hours.
- Refrain from posting personal items to social media during work hours; use social media only when assigned as job duties.
- Refrain from public/social movement and interactions, during work hours, unless assigned as a job duty. Leave should be requested to tend to personal errands or appointments.

SBCISD EMPLOYEE PROCEDURES
When Exhibiting Symptoms, In Close Contact, or Diagnosed with COVID-19

Step 1: The employee identifies that he/she is exhibiting symptoms, has come into close contact with a person who is lab-confirmed to have COVID-19, or is diagnosed with COVID-19 through a COVID-19 test, or is in the same household as someone who is diagnosed with COVID-19 or pending COVID-19 test results.

Step 2a: **If the employee is at home:** the employee must notify his/her immediate supervisor and Human Resources (HR) via email to mmjalomo@sbcisd.net or by phone at (956) 361-6150. The employee will not be able to report to work or enter any district building until cleared by a medical provider or by HR.

Step 2b: **If the employee is at work**: the employee notifies his/her immediate supervisor and HR via email to mmjalomo@sbcisd.net or by phone at (956) 361-6150. The employee must separate themselves from his/her colleagues, leave their worksite, and contact their medical provider.

Step 3a: **If the employee's health permits and if work can be done remotely**, the employee will not need to use accrued leave or Emergency Paid Sick Leave. The employee will follow Work-from-Home Protocols.

Step 3b: **If the employee is not able to work remotely**, due to health or the assignment, the employee will submit the Leave Request Form to HR via email to mmjalomo@sbcisd.net to request his/her absence(s).

Step 4: **If the employee is diagnosed with COVID-19:**

- The employee will complete the COVID-19 Employee Report Form and submit it to HR via email to mmjalomo@sbcisd.net.
- The HR office will initiate contact tracing protocols. They will contact any employee who came into close contact (see definition) with the employee.
- The custodial department will initiate workstation disinfection protocols.

Step 5: Once the employee receives a negative diagnosis on the COVID-19 Test, the employee will submit a copy of his/her results to HR via email to mmjalomo@sbcisd.net.

Step 6: Once cleared, the employee will return to work and will follow employee safety measures.

SBCISD COVID-19 RESPONSE FOR EMPLOYEES

[Source: TEA Guidance Dated July 28, 2020]

COVID-19 Status: If the employee is/has	Staff Responsibilities	Employer Responsibilities
Experiencing COVID-19 Symptoms	**Self-isolate until the following criteria are met:** • At least one day (24 hours) has passed since recovery (resolution of fever or no medications) • Must show improved symptoms (no shortness of breath, cough, etc.) • At least 10 days have passed since symptom 1st appeared; or • Evaluated and cleared by a medical professional **Individuals not yet evaluated by a medical professiona**l (assumed to have COVID-19) may return to work when the following criteria are met: • At least one day (24 hours) has passed since recovery (resolution of fever or no medications) • Must show improved symptoms (shortness of breath, cough, etc.) • At least 10 days have passed since symptoms 1st appeared **Individuals who have symptoms** that could be COVID-19 and want to return before stay at home/isolation period is completed: a) Require medical clearance based on alternative diagnosis, or b) Must obtain a negative test result on an acute infection test taken at an approved COVID-19 testing location (https://tdem.texas.gov/covid-19/) in the US.	1. Immediately separate individual 2. Close off areas 3. Disinfect area
Regular or Close Contact with COVID-19 Positive Person (Person is Assumed Positive Until Results) *(See definition of Close Contact)*	1. Screen for symptoms 2. Remain off campus/out of district until 14-day incubation period has passed or either of the following: • Negative Test for COVID-19 before returning to work • Evaluated and cleared by a medical professional before returning to work	1. Notify all participants (teachers, staff, families of students) with written notice (Campus/Department/HR) 2. Notify health department (HR)

COVID-19 Status: If the employee is/has	Staff Responsibilities	Employer Responsibilities
COVID-19 Positive	Staff may return when the following criteria are met: • At least one day (24 hours) has passed since recovery (resolution of fever or no medications) • Must show improved symptoms (no shortness of breath, cough, etc.) • At least 10 days have passed since symptoms 1st appeared; **or** • Evaluated and cleared by a medical professional	1. Immediately separate the individual 2. Close off areas 3. Disinfect area 4. Notify all participants (teachers, staff, families of students) in writing (Campus/Department/HR) 5. Notify health department (HR)
Traveled Internationally	1. Screen for symptoms 2. Remain off campus/out of district until 14-day incubation period has passed or either of the following: • Negative test for COVID-19 before returning to work • Evaluated and cleared by a medical professional before returning to work	

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:

1. being directly exposed to infectious secretions (e.g., being coughed on); or
2. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is

defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

SYMPTOMS OF COVID-19

COVID-19 Symptoms for Screening (this list is not all inclusive):

- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Chills
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- New onset of severe headache, especially with a fever
- Sore throat
- Loss of taste or smell
- Diarrhea, nausea, vomiting, or abdominal pain
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit (or 100.4 if taken by mouth)
- Known close contact with a person who is lab-confirmed to have COVID-19

For a comprehensive list of COVID-19 symptoms, please refer to the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

TESTING

As per federal mandate, coverage for COVID-19 testing is covered for in or out of network providers through October 22, 2020 at no member cost share. After October 22, members will need to have test done from an approved in network provider.

If your Primary Care Physician does not perform COVID-19 testing you can use the following search tool: https://covid19testcenterlocator.uhc.com/ctcl#/CTC-Search.

Some clinics are requiring out of pocket pay and not accepting insurance. Please be aware that these tests will not be covered by our health insurance [United Healthcare (UHC)] or the district.

If you need to seek medical attention, please contact your Primary Care Physician. If you do not have one, you can go to www.myuhc.com to use the Find a Doctor tool or use Virtual Visits. You can also call the toll free number at 866-633-2446 to speak to a UHC representative.

Should you need further assistance, please contact the Risk Management Department. Lucy Garcia can be reached by calling (956) 361-6185 or via email at ldgarcia@sbcisd.net.

San Benito Consolidated Independent School District
Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Recent Travel Reporting Form – Employee

Name_____ **Employee ID**_____

Position_____ **Department/Campus**_____

Phone Number_____ **Email**_____

1. Have you traveled outside of the country?

❑ No, I have not traveled outside of the country.
(Form kept at campus/department)

❑ Yes, I have traveled to the following country or countries outside the U.S.

(Campus/Department representative to submit all forms to hrdept@sbcisd.net)

A. List all countries to which you traveled:

_____

List the beginning and ending dates of the trip:

From _____ to _____

B. Report your travel to the Cameron County Health Department at (956) 247-3650.

❑ Yes, I have reported travel to the Cameron County Health Department on the following date

_____

C. Screen for Symptoms, remain off campus/out of district until 14-day incubation period has passed; or either obtain a negative test for COVID-19 before returning to work or get evaluated and cleared by a medical profession to return to work. Submit results and medical clearance to the SBCISD HR Office at mmjalomo@sbcisd.net.

San Benito CISD
COVID-19 Employee Report Form

Confidentiality:
All information gathered, including information related to an employee's medical information, will always remain confidential. Any medical-related documents received by an administrator or employee supervisor should be sent directly to HR Specialist, via email (mmjalomo@sbcisd.net).

Employee Information:

Employee Name	ID	Date

Position	Campus/Department

Address	Phone #	Alternate Phone #	Email Address

Date COVID-19 Test Performed	Test Result (If positive, complete the rest of the form)

Date COVID-19 Administered	Test Result (If positive, complete the rest of the form)

Emergency Contact Information:

Name	Relation to Employee	Phone Number	Email Address

Contact Tracing Information:

Employee Name	Dept.	Position	Date of Last Contact	Phone Number	To Be Completed by Human Resources		
					Date Employee Informed	Date Test Administered	Results

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FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) LEAVE REQUEST FORM

Name	**Employee ID**
Department/Campus	**Position**
Email	**Phone number**
Date	**Duration of Leave** *(specify dates requested)*

Leave benefits under the Families First Coronavirus Response Act (FFCRA) apply for the limited time period of April 1, 2020 to December 31, 2020. The amount of paid leave an employee may receive will vary depending on the reason leave is taken. Detailed information is available in the Employee Rights notice that can be found www.sbcisd.net, Notices under Human Resources Department.

An employee requesting emergency paid sick leave and expanded family and medical leave must complete this form and email it to Melyssa Jalomo, mmjalomo@sbcisd.net, as soon as the need for leave is identified. Documentation supporting the need for leave should be included when the request is submitted.

Emergency Paid Sick Leave (EPSL) is limited to 80 hours of paid leave at the following rates:

- Self: regular rate of pay up to $511 per day
- For care of an individual or a son or daughter: two-thirds the regular rate of pay up to $200 per day

Expanded Family and Medical Leave (EFML) provides up to 12 weeks of leave to care for a son or daughter when school is closed or child care is unavailable due to COVID-19. The first two weeks are unpaid, although the employee may access EPSL or other paid leave during this time. The remaining 10 weeks is two-thirds the regular rate of pay up to $200 per day.

I request leave for the following reason(s):

Self

☐ I'm subject to a federal, state, or local quarantine or isolation order related to COVID-19.

Name of entity requiring quarantine or isolation: _____

☐ I've been advised to self-quarantine by a health care provider.

Name of health care provider requiring quarantine or isolation: _____

☐ I'm experiencing symptoms of COVID-19 and am seeking a medical diagnosis.

Name of health care provider: _____

☐ I'm experiencing any other substantially-similar conditions specified by the U.S. Department of Health and Human Services and am seeking medical diagnosis from a health care provider.

Name of health care provider: _____

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Care for other individual or child

☐ I'm unable to work in order to care for a minor son or daughter because his/her school is closed or child care is not available due to COVID-19.

Name of school or child care facility:_____

Are you the only adult caring for the child(ren):_____yes_____no

Name and age of child(ren): _____

If the son or daughter is over the age of 14, describe special circumstance requiring the care:

_____

☐ I'm unable to work in order to care for an individual subject or advised to quarantine or isolate.

Name of individual:_____Relationship: _____

Accrued leave use

EPSL Leave:

(Include if allowed by the employer)

____ I choose to use accrued paid leave to "top off" the 2/3 pay covered by EPSL so that I receive 100 percent of my regular rate of pay.

EFML:

(Include if you are requiring concurrent use of leave with EFML)

____ I understand I'm required to use my accrued state and local leave concurrently with EFML. When accrued leave is exhausted, I will receive 2/3 pay for any remaining EFML.

Employee Signature _____ Date _____

Designation *(completed by HR Department)***:**

_____The employee qualifies for EPSL.

_____The employee does not qualify for EPSL.

_____The employee qualifies for_____weeks of EFML.

_____The employee does not qualify for EFML.

For office use only:

Date of Employment _____

Medical certification provided_____Yes_____No

Approved by:_____
Name and title

Date:_____

SOCIAL DISTANCING

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

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

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. Mask guidelines — including proper mask use and handling — will be communicated to parents, students, and employees, and schools will set aside instructional time to train students.
- **Face Shields:** Should be worn in conjunction with a mask and can be used in cleaning or general daily use. Face shields may be used in some circumstances for improved ability to see mouth movements and improved air circulation.
- **Disposable Coveralls:** Should be used while cleaning and disinfecting areas.
- **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

MASKS GUIDELINES

1. Masks include medical and non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
2. Schools are required to comply with the governor's executive order regarding the wearing of masks.
3. Personal reusable masks must meet Code of Student Conduct and Employee Handbook requirements and not be inappropriate or derogatory in nature.
4. All face coverings will be disposed of if found; there will be no lost and found for face coverings.
5. In addition to the executive order, school systems may require the use of masks or face shields for adults or students for whom it is developmentally appropriate.
6. It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. For example, schools may allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.
7. All school employees must wear masks at all times when outside their personal office space, in common areas, or when unable to maintain 6 feet of distance from other people.
8. Masks can only be removed when school employees are sitting in their personal cubicle or office and are at least 6 feet away from anyone else.
9. Campus/department administrators will be tasked with monitoring mask use in district buildings.

PERSONAL WORKSPACE/CLASSROOM

SBCISD 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 or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.).

Students and employees are prohibited from sharing materials, supplies, equipment and other items, unless absolutely necessary. This includes pencils, markers, books, dictionaries, library books, scissors, and other supplies. If sharing is absolutely required, items must be sanitized by both the recipient and lender. In classrooms, teachers must ensure all shared items are sanitized between uses throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

SBCISD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SBCISD Custodial Team will clean all workspaces at their designated cleaning time.

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Copy rooms also are limited to three people and employees are prohibited from loitering in these areas and required to sanitize their hands upon entry and exit.

If work equipment is shared, employees should practice sanitizing hands and/or equipment before and after use (i.e. copy machines, computer lab keyboards, etc.). Break room and staff lounges open only for clocking in/out and copier use.

Schools will have posters indicating CDC recommendations.

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

Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Water fountains will be disconnected and off limits to students and staff. Students are allowed to bring water bottles with them to school, but are not allowed to have open containers in the hallways. All water bottles **must** be clear and used only for their intended purpose.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off 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

The goal is to establish a sanitary baseline before the site (campuses and student used facilities) opens. Each site should be 100% disinfected prior to anyone returning to work.

San Benito CISD has established the following sanitization frequencies to common work areas:

- **Classrooms and Offices** - will be cleaned and sanitized at the end of each work day.
- **Refrigerators, Microwaves, Coffee Machines** - will be cleaned and sanitized at the end of each work day.
- **Electronic Equipment (copier machines, shared computer monitors, televisions, telephones, keyboards)** - will be cleaned at the end of each use by employees and at the end of each workday by custodial staff.
- **General Objects (handles, light switches, sinks, restrooms)** - will be cleaned and sanitized at least 4 times a day.
- **Buses (bus seats, handles, railings, belts, windows, controls)** - will be cleaned at the end of each use.
- **Other General Common Areas (cafeteria, library, conference rooms, gyms, locker rooms)** - will be cleaned at the end of each use and in between groups (i.e., between classes or grade levels).

Schools will undergo a deep cleaning using approved products. Residual technologies will be invested in to ensure that surfaces stay clean and sanitized for longer periods.

General Disinfection Measures Protocol

General measures should be followed regularly. San Benito CISD will provide each classroom with hand sanitizer and disinfectant wipes. We will:

- Ensure all campuses have allotment of PPE and cleaning material on site each week,
- Train all San Benito CISD employees to follow health safety protocols,
- Provide all campuses with no-touch thermometers, and
- Remove hard to disinfect public seating areas (i.e., waiting rooms, front offices, etc.).

Daily Cleaning Protocol: All areas will be cleaned and disinfected daily. Cleaning will consist of spraying high touch surfaces with approved anti-microbial sprays as well as using Electrostatic fogging machines to treat all areas from classrooms to office spaces after the buildings have been used. Custodial cleaning staff will work staggered schedules to ensure buildings are disinfected in the evening after daily use.

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. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the Superintendent of Schools and the COVID-19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive

test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

SIGNAGE

The following signage will be placed throughout the offices and school:

- Fliers outlining hygiene tips and best practices will be posted in common areas, and all students, employees, visitors, and vendors will be required to follow hand hygiene and respiratory etiquette as outlined by the Centers for Disease Control and Prevention;
- Signage should be placed at the main entrance of any office area or school campus indicating the requirement of wearing a face mask before entering any San Benito CISD building; and
- Signage will be as follows: 6 foot social distancing signs on the floor marking distance for entrance to buildings, hallways and in cafeteria, as well as hand washing and general hygiene signs throughout the school encouraging cleanliness as good practices. Also, posters with CDC guidelines and recommendations. Signs marking sanitizing stations and antibacterial gel dispensers.

TRANSPORTATION

As we prepare to provide our students and staff with transportation for the 2020-2021 school year, we are following the recommendations per CDC. All SBCISD school buses will be equipped with antimicrobial and antibacterial products that are CDC and Environmental Protection Agency (EPA) approved to ensure the safety of our students, and staff during the transport to and from school.

- All buses are equipped with hand sanitizer dispensers.
  - Students and employees will be required to use hand sanitizer prior to loading and unloading the bus.
- Students and employees will be required to wear a facial covering prior to boarding the bus and throughout the duration of the bus ride to and from school.
  - Any student without a mask will be provided with a mask prior to loading the bus.
- Students will sit in assigned numbered seats as directed by the bus driver.
  - 13 students per bus and or a max of 26 students are allowed per bus ***only*** if students are siblings or are related and residing in the same household and seated in the same seat.
    - Students will be kept 6 ft. apart as recommended by the CDC throughout the ride to and from school.
    - A visual distancing chart is placed on each bus.
- COVID-19 Safety posters are placed in each bus to remind students to wash their hands, wear a face mask, use sanitizer, stay home if feeling ill, cover their cough and sneezes.

- Each bus driver will have a non-contact forehead thermometer to monitor students prior to boarding the bus.
- Bus drivers and monitors will be required to wear their face mask/shields at all times.
- Students will be encouraged to stay 6 feet apart at the bus stops.
- Bus drivers will keep every other window open as recommended by the CDC.
- Upon arriving at the bus yard, buses will be thoroughly cleaned and sanitized after each route.
- Buses will undergo daily, weekly and monthly sanitizing protocols using approved antimicrobial products.
- A Safety Guideline letter will be sent out with every bus rider to inform parents of the operational procedures during this pandemic.

FOOD DELIVERY & MEAL SERVICES

In line with the Texas Department of Agriculture (TDA), Center for Disease Control (CDC) and Texas Education Agency (TEA) recommendations to ensure safety for students and staff, the district's Child Nutrition Program (CNP) will offer breakfast and lunch in the classroom for face to face learning, curbside pickup, or designated bus stop pickup for remote learning at all San Benito CISD schools for the 2020-2021 school year. The protocols for safe and sanitary meal service that will be put in place at all schools include the following:

Daily:

- CNP staff will perform self-health screening by assigned designee.
- CNP staff will wear facial coverings and gloves during all food preparation.
- CNP staff will wear facial coverings and gloves during any type of meals service.
- CNP will clean and sanitize before, during and after any and all meal preparation areas.
- CNP staff will maintain social distancing of at least 6 feet from one another.
- CNP staff will wash their hands and/or use hand sanitizer throughout their time in any and all meal preparations.
- CNP staff will not shake hands, touch, or hug others during their time in any SBCISD building.
- **SBCISD will provide a student identification placard per student per campus** *(for Curbside or Designated Bus Stop Meal Pickup)***.**

Face to Face Instruction:

- Adequate shields will be in place to minimize interaction between CNP employee and student.
- Students will be required to wear masks or face coverings while standing in line for meal service.
- Students shall wash their hands and/or use hand sanitizer prior to receiving their meal.
- Students shall maintain social distancing of at least 6 feet from one another while standing in line to for meal service.

- Students shall not shake hands, touch, or hug others at any time during their meals service time.
- No sharing or swapping meals or food items will be allowed at any time.
- Nutrislice, a mobile ordering app, will be available to place individual orders
    - Elementary teachers would be responsible for placing orders for students and pick up in designated areas or delivered to classroom.
    - Secondary school students will be encouraged to place their own orders through the Nutrislice mobile ordering app and be able to pick up safely packaged meals at designated areas.
- Saving food items for later consumption is not allowed at any time.
- For safety of students and staff delivery of outside food will not be allowed until further notice.
- Parent meals with their children will be suspended until further notice.
- Special Diet Accommodations will be available as requested and following regular CNP guidelines.

Meals in the Classroom:

- A designated area outside of the classroom will be assigned to deliver all meals at their respective times.
- Meals will be delivered pre-packed in safe meal containers and set in designated area.
- Any staff members assisting with the distribution and monitoring of the meals service will be required to wear facial coverings and gloves.
- Students and staff members shall wash their hands and/or use hand sanitizer before and after receiving their meal.
- Meals service area (desk, table, or mats) will be cleaned and sanitized before, during and after the student obtains their meal.
- Nutrislice, a mobile ordering app, will be available to place individual orders.
    - Elementary teachers would be responsible for placing orders for students and pick up in designated areas or delivered to classroom.
    - Secondary school students will be encouraged to place their own orders through the Nutrislice mobile ordering app and be able to pick up safely packaged meals at designated areas.
    - No sharing or swapping meals or food items will be allowed at any time.
- Saving food items for later consumption is not allowed at any time
- For safety of students and staff delivery of outside food will not be allowed until further notice.
- Parent meals with their children will be suspended until further notice.
- Special Diet Accommodations will be available as requested and following regular CNP guidelines.

For remote Instruction, the following protocols will apply:

Curbside Meal Distribution *(Grab and Go at all SBCISD SITES)***:**

- Students **must be enrolled** in San Benito Schools to qualify for the National School Lunch Program for Meal Distribution.
- All SBCISD Sites will offer curbside feeding to assigned students from 10:30 AM - 12:30 PM on **Monday thru Friday**.
    - "Ready to Heat" Meals will be distributed at bus designated areas only.
    - Hot Meals will only be distributed via Curbside Pickup areas.
- Student identification card, placard or report card is required for meal pick up.
- Students do not need to be present.
- Parent/designee or student will be required to follow any and all CDC guidelines.
- Parent/designee or student will be required to wear facial coverings during the pick-up of meals.
- Parent/designee or student will be required to wear a facial covering during the interaction with any CNP staff member.
- Meals will be placed on designated tables, and Parent/designee or students will be required to pick up meals and place in their vehicles.
- School Staff are not allowed to place meals inside vehicles
- If parent is unable to leave vehicle to receive meals, parents may electronically open a Clean and Empty Trunk so School Staff may place meals inside. Parents must remain inside their vehicle during this process.
- No weekend or Holiday meals are available during remote instruction
- Special Diet Accommodations will be available as requested after providing proper documentation.

Bus Delivery Meals:

- Students **must be enrolled** in San Benito Schools to qualify for the National School Lunch Program for Meal Distribution.
- Bus Route Meal deliveries will begin 10:15 AM to 12:30 PM daily Monday thru Friday.
    - "Ready to Heat" Meals will be distributed at bus designated areas only.
    - Hot Meals will only be distributed via Curbside Pickup areas.
- **Please be at designated bus stop 5 minutes prior to your designated time.**
- Bus Route Meal Delivery Times may be delayed due to inclement weather. Please be sure to check SBCISD website for the latest information.
- Route Meal Delivery Times & Locations will be available at our Transportation and District Website.
- Student identification card, placard or report card is required for meal delivery.
- Parent/student/designee must be present to receive meals.
- After meals are received they must be stored to safe temperature environment until ready to eat.
- School Staff are not allowed to hand deliver meals to parent/student/guardian.

- Meals will be placed on designated tables, and Parent/designee or students will be required to pick up meals and place in their vehicles.
- Parent/designee or student will maintain social distancing of at least 6 feet from one another while receiving meals at their home.
- Parent/designee or student shall not shake hands, touch, or hug others at any time while waiting in line at their designated bus stops to receive meals.
- Parent/designee or student will be required to wear facial coverings during the pick-up of meals.
- Parent/designee or student will be required to wear a facial covering during the interaction with any CNP staff member.
- No weekend or Holiday meals are available during remote instruction.
- Special diet accommodations will be available as requested after providing proper documentation.







SECTION 2

Curriculum & Instruction

INSTRUCTIONAL DELIVERY MODELS (2.1)

Asynchronous Instruction (Effective Immediately)

SBCISD will utilize the Asynchronous Instruction Model and will transition to face-to-face instruction as per state and local mandates. Students will engage in learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices or over the phone. Asynchronous Instruction includes, but is not limited to:

- intermittent teacher instruction,
- preassigned work with formative assessments on paper or in Learning Management System (LMS), and
- watching pre-recorded videos of instruction with guided support.

All students will receive course work taught by highly qualified, certified SBCISD teachers and participate is state and district assessments to document learning and growth. Teachers will teach the Texas Essential Knowledge and Skills following the TEKS Resource System scope and sequence.

On-Campus Face-To-Face (Effective Pending State And Local Mandates)

SBCISD will provide face-to-face instruction in a classroom in adherence to CDC guidelines. Students will wear a mask, face covering, and/or face shield unless eating or speaking, while maintaining a distance of 6 feet or more and/or while seated at their assigned partitioned desk.

INSTRUCTIONAL MATERIALS AND e-LEARNING DIGITAL PLATFORMS (2.2 & 3.2)

TEKS aligned instructional materials will be utilized to support daily instruction, to track daily student engagement, and to monitor student progress. Instructional materials include, but are not limited to:

- Houghton Mifflin Harcourt (HMH)
- SAVVAS (formerly Pearson K12 Learning)
- Saxon Phonics
- iStation Reading (K-8) and Math (K-5)
- Dreambox – (K-8 Math)
- STEMScopes (K-12 Science)
- Education Galaxy (K-6)
- Nearpod & Flocabulary (K-12)
- Edgenuity
- Summit K-12 English Language Proficiency (BIL)
- Unique Learning/News-2-You (SPED)
- SPIRE (SPED)
- Language Live (Dyslexia)

Instructional Learning Management Systems (Lms)

The identified student learning management system will be utilized to provide regular feedback to all students on progress.

- PK - 1st – Class DOJO/Google Classroom
- 2nd - 8th – Google Classroom
- 9th - 12th – Google Classroom with a transition to Blackboard Learn

Instructional Technology

The SBCISD Instructional Technology team will provide training to campus technology teams to support teachers, parents, and students.

Technology Applications

Families that need a Chromebook, laptop, or internet hotspot should contact their school principal and notify him/her of technology needs before the start of the school year.

Technical support will be provided to parents and students via an online support request form available via SBCISD's website, www.sbcisd.net. Parents may also call the Technology Help Desk at 956-361-6924.

INSTRUCTIONAL SCHEDULE (1.1 & 1.2)

Teachers and professional support staff (RTI, Librarian, Coach, Fine Arts, Counselor) will report to their assigned campus during remote instruction at least once per week to deliver and record lessons. Campus hourly employees (para-professional, clerks, secretary, and custodians) will report to campus.

All principals (elementary and secondary) are required to be on campus every day. Assistant principals, deans, and counselors need to report to campus every day to assist with the beginning of school preparations such as, but not limited to, distribution of devices, instructional materials, and assistance with registration. As other staff members (librarians, RTI teachers, ISS teachers) return on scheduled contract days, they too will need to report every day to assist with the beginning of school preparations. Teachers will report to their assigned campus during remote instruction at least once per week to deliver and record lessons. Campus hourly employees will report to campus. [Section Revised 08.21.2020]

Once school starts and routines have been established, secondary assistant principals, deans, counselors, librarians, and RTI Teachers will be on a rotation basis on a schedule established by the principal. All elementary assistant principals are to report daily. ISS teachers will report daily and will be assigned responsibilities outlined by the campus principal. [Section Revised 08.21.2020]

Student daily schedules for remote learning will consist of a full instructional day. Teachers will provide a minimum of 30 minutes of synchronous instruction per content area per day. Lessons will be recorded for student reference. Professional support staff (RTI, Librarian, Coach, Fine Arts, Counselor) will provide a minimum of 30 minutes of synchronous instruction per grade-level per day. Lessons will be recorded for student reference.

SUBJECT	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
English Language Arts and Reading (ELAR)	150 minutes	60 minutes	60 minutes
Mathematics	90 minutes	60 minutes	60 minutes
Science	45 minutes	60 minutes	60 minutes
Social Studies	45 minutes	60 minutes	60 minutes
Physical Education	45 minutes	60 minutes	60 minutes
Fine Arts / Electives	45 minutes	120 minutes	120 minutes
Special Services	30 minutes	30 minutes	30 minutes
Total Instructional Time *	450 minutes	450 minutes	450 minutes

* Individual teacher schedules will include daily teacher/student interaction and differentiate for students with additional learning needs.

ASSESSMENT (3.2)

As a result of COVID-19 and the cancellation of the State of Texas Assessments of Academic Readiness (STAAR) for the 2019-2020 school year, beginning-of-year (BOY) assessments will be administered to students to help indicate their understanding of the TEKS from the previous school year.

The BOY assessments have been built using released STAAR test questions. While the optional BOY assessments will be administered in early fall 2020, they are, as noted above, designed to diagnose understanding of the TEKS from the previous school year. Therefore, the BOY assessments will be administered to students in grades 4 - 12, based on their prior year enrolled grade level or course.

In addition, additional assessments will be administered throughout the year to assess different components of the learning cycle. Circle Progress Monitoring and Texas Kindergarten Entry assessments will be administered to students in grades PK-KG and the TPRI/Tejas Lee will be administered to students in grades 1-2 to assess the student's reading skills. These assessments will take place at the beginning, middle and end-of-the year.

The STAAR Interim Assessments will be offered twice a year to students in all STAAR tested subjects and grade levels and teachers will use the results to monitor student progress and identify any student in need for intervention. Last, the TEA will make available the Texas Formative Assessment Resource in early fall. This will be available as an online tool to be used by teachers, as needed, to support their building and administering of classroom quizzes, and to supplement their existing formative assessment practices.

ASSESSMENT	DESCRIPTION	TIMING	PURPOSE
CIRCLE Progress Monitoring System (Pre-K)	Asses students' early reading skills.	Beginning of the Year Middle of the Year End of the Year	Diagnostic assessment used to help teachers design targeted differentiated instruction to meet students' needs.
Texas Kindergarten Entry Assessment (TX-KEA)	Asses students' early reading skills.	Beginning of the Year Middle of the Year End of the Year	Diagnostic assessment used to help teachers design targeted differentiated instruction to meet students' needs.
TPRI and Tejas LEE 1st & 2nd Grade	Asses students' early reading skills.	Beginning of the Year Middle of the Year End of the Year	Diagnostic assessment used to help teachers design targeted differentiated instruction to meet students' needs.
Beginning-of-Year (BOY) Assessments	New assessment created in response to COVID-19.	Once at the beginning of the school year (Up to September 25)	Gauge where students are in their understanding of the TEKS as they begin the school year.
STAAR Interim Assessments	Interim assessments that mirror the blueprint of the STAAR and are administered on the same platform as the STAAR	Once or twice a year: Recommended in November and February	Monitor student progress, predict student performance on the STAAR, and identify students for intervention.
Texas Formative Assessment Resource	New online tool consisting of a TEKS-Aligned item bank, test-builder, and data reports	Frequently throughout the year	Supplement existing teacher formative assessment practices, and support teachers in building and administering classroom quizzes to inform and adjust instruction.

SPECIAL POPULATIONS AND PROGRAMS (2.2)

Special Education

Students receiving special education services will continue to receive accommodations and modifications in accordance with the student's Individualized Education Plan (IEP). Admission, Review and Dismissal (ARD) committees will continue to meet virtually to determine the unique needs of students who receive special education services and how best to meet their needs.

504 Program

Students in the 504 Program will continue to receive accommodations in accordance with their instructional plan.

Bilingual Education

Bilingual students will receive the appropriate Time and Treatment for Transitional Early Exit Bilingual Model and Dual Language Bilingual Model.

- Dual Language implementation for Angela Leal Elementary and La Paloma Elementary
- LAS Links Assessment for identification-pending guidance on administration of assessment

Migrant Education

Recruiters will be conducting phone interviews as part of the enrollment process and to determine eligibility for the migrant program. All migrant students/families must consult with the Migrant Department as part of the enrollment process. Contact the Migrant Office at 956-361-6183. Any migrant student that is returning from recent out of state travel or work must self-quarantine before being allowed any face-to-face instruction. Students will attend classes virtually during that time.

Gifted And Talented Program

Identified Gifted and Talented (GT) students will continue to receive GT services by their GT certified teachers. Parents of GT students will continue to attend virtual GT meetings and communicate with campus GT coordinators.

GRADING AND ATTENDANCE

To receive credit and attendance for the courses for this school year students are expected to complete and submit required assignments. To be considered 'present' and not be marked absent, students must meet one or more of the following daily learning requirements:

- Participate in and complete work assignments via the grade-level identified learning platform.
- Interact with teacher virtually
- Complete and submit assignments via email, photo, phone conference, or other form of documentation.

In the event that students are enrolled in school during Remote Learning, students that are prepared and ready to participate and engage in teacher activities, but are unable to engage and participate in instruction due to inclement weather causing internet outage or other technical issues, or in the event that the teacher is absent and an assignment was not posted for that day, the student will be marked remote asynchronous present as long as one of the following criteria is met: [Section Added 09.16.2020]

1. any daily contact by the teacher of record with a student focused on supporting or monitoring student academic progress:
   a. teacher will document the nature of the issue on student contact log with date and time; or
2. any daily contact with a school/district staff member with a student focused on supporting or monitoring student academic progress if teacher of record is not available:
   a. school staff must keep date/time phone and description of issue, student name, student ID, student teacher(s) names to be marked RA-Present (Remote Asynchronous-Present). [Section Added 09.16.2020]

The content of the day will be made up by the teacher of record by scaffolding into the future days to ensure the content is taught and mastered by the student. Teachers may still require the assignment of the missed day to be due at a later date if appropriate. [Section Added 09.16.2020]

Students must be counted "present" in at least 90 percent of their classes to receive credit and be promoted.

All students will follow the same grading guidelines regardless of instructional delivery method (remote/face-to-face). Grades will be taken during each grading cycle of the 2020-2021 school year and posted on Skyward gradebook.

- Elementary – A minimum of 1 grade per content area per week will be recorded.
- Secondary – A minimum of 1 grade per content area per week will be recorded at with a 40 major work/60 minor work weight. Refer to SBCISD grading policy, located on our district's webpage, for more information.

COMPLETION PROTOCOLS

Students not making progress, not completing academic packets or opting not to participate during closure, will be eligible for summer school. For promotion to the next grade level,

students will need to have completed the requirements outlined in the grading policy. A Grade Placement Committee (GPC) will be formed for any student at risk of being retained.

COUNSELING SOCIOEMOTIONAL SUPPORT

The San Benito CISD Counseling Department will ensure the social emotional needs of all students while supporting the social emotional needs of parents, teachers, and community stakeholders in response to the COVID-19 pandemic. In keeping with the comprehensive counseling model as required by the state of Texas, virtual lessons will be delivered on a weekly basis, while individual counseling will be offered as required and/or as needed. We will recommend referrals to outside agencies, as needed in the best interest of our families.

PROFESSIONAL DEVELOPMENT (4.1)

The San Benito CISD Professional Development Department is committed to providing all its educational stakeholders with quality professional development for the purpose of improving student achievement during COVID-19. In addition to ongoing professional development teachers will receive remote-learning instructional support **such as, but not limited to:**

ONGOING DISTRICT PROFESSIONAL DEVELOPMENT INITIATIVES	REMOTE INSTRUCTION DISTRICT PROFESSIONAL DEVELOPMENT TOPICS
TEKS Resource System – Planning for Mastery	Planning Instructional Units for Distance Learning
International Center for Leadership in Education – ICLE	Blended Learning
CORWIN	Teacher Clarity at a Distance
Lead4ward	Engaging Learners in the Virtual Environment
Capturing Kids' Hearts	Teacher Student Relationships in Virtual Classrooms

STUDENT SAFETY SERVICES

SBCISD will continue to follow all outlined district campus safety protocols during emergency actions and emergency drills, including drills or emergencies related to fire, shelter in place, and emergency evacuation.

AFTER SCHOOL PROGRAM (ASP)

The 2020-2021 Elementary Grant Sites include:

- Sullivan Environmental Science Academy
- La Encantada Elementary
- Frank Roberts Elementary

The 2020-2021 Secondary Grant Sites include:

- Miller Jordan Middle School
- Riverside Middle School
- Berta Cabaza Middle School
- San Benito Veterans Memorial Academy

After School Program dates are the following:

- September 8th thru December 18th
- January 11th thru May 28th
- June 14th thru July 30th

Please note the following details:

- ASP will be offered through remote instruction and activity package mail-outs.
- Activity mail-outs will include hands-on activities aligned to the TEKS used in daily academic instruction.
- Family Engagement activities will be offered remotely with the help of our community partnerships.

RECEIVING AND RETURNING STUDENT WORK, IF DISTRICT CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

- In an effort to cut down on paper packets, the district will utilize Class DOJO for grades PK-1st, Google Classroom for grades 2nd- 8th and Google Classroom with a transition to Blackboard for grades 9-12. These learning management systems (Class DOJO, Google

Classroom, Blackboard) will be another communication method for parents to be able to contact the classroom teachers.

- In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls, either directly to the students directly or to their parents.
- If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by SBCISD staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

Packet Preparation

NOTE: Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.

- No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, he/she should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
- No school personnel should be involved in packet preparation if he/she know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
- Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
- If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
- Wait 24 hours before distributing packets to families if only paper-based materials are involved. Wait 72 hours if plastic materials are used.

Packet Distribution

Direct delivery method:

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

Packet Return

For Remote Instruction:

- Instructions to pick up materials and drop off assignments will be given in accordance with this safety plan from the home campus.
- In the event that the parent needs to drop off the packet, SBCISD will establish a drop-off location. A clearly marked bin will be used for parents to drop off assignments.
- Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "*Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.*" Wait 24 hours after a drop off cycle before beginning to open the packets.
- Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc.) or via photo sharing.







SECTION 3

Sports & Extracurricular Planning

UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ACTIVITIES

SBCISD will continue to work with University Interscholastic League (UIL) along with state officials in monitoring U.S. Center for Disease Control and Prevention (CDC) and other federal guidance to determine any potential modifications to extracurricular activities on campus. SBCISD will follow all local and state requirements when considering any and all UIL activities.

Start Date

To Be Announced

Eligibility

Students participating in remote learning offered by their SBCISD, asynchronously (as defined by the Texas Education Agency (TEA)), may participate in UIL activities if they meet all other UIL eligibility requirements. Students must be enrolled in remote learning options through the school the student will represent. Schools may develop local policies with additional requirements for participation. You can find more information related to the full-time student rule in Section 406 UIL Constitution and Contest Rules: (https://www.uiltexas.org/policy/constitution/general/eligibility).

[Remote Learning Paragraph & Comparison Chart Removed 09.02.2020]

Students will adhere to grading policies set out by the district for remote learning options that outline the criteria for determining if a student is passing all courses at the end of grading and evaluation periods. Days when school is not in session should be treated as school holidays for purposes of determining academic eligibility for both remote and in-person learning. All students are academically eligible when school is not in session for a full calendar week or more. More information related to no pass-no play can be found in the TEA - UIL Side by Side Manual (https://www.uiltexas.org/policy/tea-uil-side-by-side).

For the 2020-2021 school year, UIL eligibility requirements for the first six weeks of school have been modified to allow a student to be eligible for the first six weeks if they accumulated at least two and a half credits since the start of the 2019-2020 school year. Schools may impose additional requirements.

Additional information is posted on the UIL COVID-19 website (https://www.uiltexas.org/covid-19-information).

RISK MITIGATION GUIDELINES

The following guidance related to UIL activities, based on the public health situation as we understand it today, applies to the 2020-2021 school year. This guidance is effective August 1, 2020. Changes to the public health situation may necessitate changes to this guidance. Given the varying numbers of COVID-19 cases across different areas of the state, and the vast geographic area in the state of Texas, UIL is presenting modifications for the 2020-21 school year that reflect the situation at this time. UIL will continue to work with state officials and monitor CDC and other federal guidance to determine any potential modifications that may become necessary. Schools should be prepared for the possibility of interruptions in contest schedules. District Executive Committees should work and plan to accommodate, as best possible, for these interruptions.

These guidelines are in addition to guidance issued by the TEA and intended to be implemented along with TEA guidance (https://tea.texas.gov/texas-schools/health-safety-discipline/covid/covid-19-support-public-health-orders), which applies to academic and extracurricular non-UIL activities. The information below includes a requirement for schools to develop a plan for mitigating risk of COVID-19 spread during UIL activities. Schools should take their local context into account and follow all state requirements when considering UIL activities.

It is recommended that each school identify a staff member or group of staff members to serve as compliance officer(s) to oversee effective use of these protocols. Schools must follow all requirements of state authorities in addition to the requirements below.

FACE COVERINGS – EXECUTIVE ORDER GA-29 *

Executive Order GA-29, regarding face coverings, applies to all UIL activities effective July 3, 2020. This includes the 2020-2021 school year. As the public health situation changes, and/or if subsequent Executive Orders are issued by Governor Greg Abbott, the following guidelines may be further modified.

1. For the purposes of this document, face coverings include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
2. All employees, parents, visitors and students ten (10) years of age or older must wear face coverings or face shields upon entry to an area where UIL activities are being conducted and when not actively practicing or playing in the contest, unless an exception listed below applies.
3. The face coverings requirements do not apply to a school in a county that meets the requirements of paragraph 11 of *Executive Order GA-29*, unless the local school system

chooses to implement these requirements locally. During the fall, athletes will be required to use a facemask at all times, even during play.

Exceptions to the wearing of face coverings or face shields include:

- Any person with a medical condition or disability that prevents wearing a face covering;
- While a person is consuming food or drink;
- While the person is in a swimming pool, lake, or similar body of water.
- When a congregating group of persons maintains at least 6 feet of social distancing; or
- Any other reason or circumstance indicated under *Executive Order GA-29*.

* *Executive Order GA-29*: https://open.texas.gov/uploads/files/organization/opentexas/EO-GA-29-use-of-face-coverings-during-COVID-19-IMAGE-07-02-2020.pdf

GENERAL OPERATIONAL GUIDELINES

Required of All Schools:

TEA requires all school systems to develop a plan for mitigating COVID-19 spread in schools. UIL guidelines require schools to include UIL activities for the 2020-2021 school year as part of this plan and carefully plan for mitigating risk of spread as students and staff participate in them. Schools must post these plans on the homepage of the school website or other easily accessible area of the school website. These plans do not require UIL or TEA approval.

Required Screenings

Required Screening Before Attending or Participating in Activities:

If staff have not been screened by the school for purposes of participating in instructional activities, schools must implement these screening protocols before allowing staff to participate in UIL activities.

1. Schools must require staff to self-screen for COVID-19 symptoms before participating in UIL activities or entering areas where UIL activities are being conducted. Symptoms are listed at the end of this document. The self-screening should include staff taking their own temperature. Staff must report to the school if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus and away from areas where UIL activities are being conducted until they meet the criteria for re-entry as noted below. Additionally, they must report to the school if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus and away from areas where UIL activities are being conducted until the 14-day incubation period has passed. Close contact is defined in this document below.

2. Parents must ensure they do not send a student to participate in UIL activities if the student has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19 until the below conditions for re-entry are met. School systems may consider screening students for COVID-19 as well. 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 student from inside areas where UIL activities are being conducted. Parents will be asked to do a quick mental self-assessment of symptoms. If necessary, an electronic app may be used for checklist screening.
3. Before visitors are allowed access to areas where UIL activities are being conducted, school systems must screen all visitors to determine if they themselves have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and if so, they must remain off campus and away from areas where UIL activities are being conducted until they meet the criteria for re-entry as noted below. Additionally, school systems must screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and if so they must remain off campus and away from areas where UIL activities are being conducted until the 14-day incubation period has passed. When practical, screening questions could be supplemented with temperature checks of adults.
4. Schools are permitted to prevent any individual who fails the screening criteria from being admitted into school facilities or sites where UIL activities are being conducted until they meet the criteria for re-entry as described below. Any individual for whom screening cannot be confirmed should be presumed symptomatic until confirmed otherwise.

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) has passed since recovery (resolution of fever without the use of fever-reducing medications);
        - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
        - at least ten days have passed since symptoms first appeared.
    - In the case of an individual 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.
    - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a)

obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) Obtain a negative test result on an acute infection test taken at an approved COVID-19 testing location (https://tdem.texas.gov/covid-19/) in the US.

Identifying 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 should 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 are symptomatic for COVID-19.

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 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School or in an Area Where UIL Activities are Being Conducted:

If an individual who has been in areas where UIL activities have been conducted is lab-confirmed to have COVID-19, the school must notify its local health department (https://www.dshs.state.tx.us/regions/2019-nCoV-Local-Health-Entities/) in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) (https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act) and the Family Educational Rights and Privacy Act (FERPA) (https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

1. 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 3 days have already passed since that person was on campus.
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 in any UIL activities.

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

COVID-19 Symptoms for Screening (this list is not all inclusive):

- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Chills
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- New onset of severe headache, especially with a fever
- Sore throat
- Loss of taste or smell
- Diarrhea, nausea, vomiting, or abdominal pain
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit (or 100.4 if taken by mouth)
- Known close contact with a person who is lab-confirmed to have COVID-19

For a comprehensive list of COVID-19 symptoms, please refer to the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Screening Questionnaire Information

1. When asking individuals if they have symptoms for COVID-19, school systems must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom

confirmation. School systems are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.
2. Once it is determined that individuals who responded "Yes" to either of these questions have met the criteria for re-entry, school systems must destroy those individuals' responses.

Performance Areas, Band Halls, Locker Rooms and Other Congregate Settings

Schools should make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available in these areas.

1. All congregate areas should be regularly and frequently cleaned and disinfected including all frequently touched surfaces such as doorknobs, tables, chairs, lockers, and restrooms.
2. Any equipment that will be kept in student lockers and/or in these areas should be thoroughly cleaned and disinfected each day prior to students accessing these areas. Schools should develop a plan for managing the storage, cleaning and disinfecting, and redistribution of student equipment.
3. Schools should consider identifying staff to monitor locker rooms and other areas where students may congregate to ensure effective use of school protocols. When possible, schools should open windows and/or doors or otherwise work to improve air flow by allowing outside air to circulate in these areas.
4. Schools must require staff and students to wear face coverings while inside locker rooms, meeting rooms, training rooms, band halls and other areas where students may congregate other than shower facilities.
5. As part of their overall plan, schools should develop a plan for mitigating risk of spreading COVID-19 when disinfecting, cleaning, and laundering items such as towels, practice clothes, and uniforms. This plan should include protocols for redistributing these items to students. Involved staff should be 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 during the 2020-2021 school year.

1. All surfaces in practice areas should be thoroughly disinfected throughout and at the end of each day.
2. Any equipment should be regularly disinfected before, during, and after practice sessions.
3. Schools may provide food, water or other drinks. If they provide these items, schools should do so 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:

1. **Teams and Participants**

- If the school is planning to offer transportation for students, schools should follow TEA guidance (https://tea.texas.gov/texas-schools/health-safety-discipline/covid/covid-19-support-public-health-orders) related to such transportation.
- Teams and participants are required to wear face coverings as described in Executive Order GA-29.
- The host site should 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.
- Visiting team/group locker rooms should be cleaned and sanitized by the host site before the visiting team arrives. Visiting teams/groups are responsible for cleaning and disinfecting equipment once it is unloaded. Schools should limit access to these facilities to only students and staff essential for the game, contest, or event.
- Before each game, contest, or event, schools should follow the screening protocols described above to screen all staff members, contractors, volunteers, sports officials, contest judges, and any individuals otherwise involved in working the event. These individuals should also self-screen as described in these screening protocols.
- Fan and spectator areas including bleachers, stands, walkways, and other spectator areas should be at least six feet from team/group areas such as team benches or performance areas. Where distancing is not feasible, other methods should 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.
- As previously indicated, water or other drinks and/or food may be provided. Schools or host sites should consider doing so in a manner that ensures students are not sharing these items.
- Other areas used by participants, such as press box areas, should be cleaned and disinfected prior to and after use. Sites should develop plans for providing access to these areas that limit or remove potential contact between participants and non-participants.
- The host site should provide sports and contest officials an area to enter and exit separate from fans when possible. Officials should be provided a dressing and meeting area, if applicable, that has been cleaned and disinfected prior to their arrival.
- Pregame or pre-event meetings between teams and/or sports and contest officials should be planned to allow appropriate distancing between individuals.

- Pregame and post-game gestures of sportsmanship should be conducted between teams and sports and contest officials in ways planned to help reduce the risk of spread of COVID-19.
- All participants should 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 should not be given access to contest areas, performance areas, courts, or fields at all before, during, or after contests and events.

2. Student Groups not Directly Involved in the Game or Contest

Student groups such as marching bands, cheerleaders, drill teams, and other groups approved by the school district may attend and perform at games or contests in which they are not competing. Schools should consider limiting the number of participants to those essential to the performance.

- These student groups should remain separate from the game or contest participants at all times. These student groups should avoid mixing with fans or non-group members throughout the game or contest.
- Student groups are required to wear face coverings as described in *Executive Order GA-29*.
- Schools should 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.
- Fans and spectators should be located to provide at least 10 feet of distance from bands playing wind instruments from the stands.
- These students should maintain appropriate distancing from game or contest participants at all times, including when on the sideline.

3. **Spectators, Audiences, Fans and Media**

Schools may allow spectators to attend games, contests, or events within a maximum 50% capacity limitation, provided that appropriate spacing between spectators is maintained according to the protocol, and according to the following:

- Schools and/or host sites should 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.
- Spectators, audiences, fans and media are required to wear face coverings as described in *Executive Order GA-29*.
- Sites are encouraged to utilize remote ticketing options to help manage capacity limitations within a maximum 50% occupancy. Paper tickets and programming should be minimized to help avoid transferable materials.
- If possible, set reserved times for entry to avoid mass arrivals.

- Groups should maintain at least six 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.
- Schools should not allow seating in consecutive rows, and should block off seating to maintain a minimum six feet of distance between groups.
- Pathways for spectator ingress and egress should be clearly marked and unobstructed.
- Schools should provide hand sanitizing stations and/or hand washing stations at entrances and inside the facility.
- Seating, hand rails, and other common surfaces should be cleaned and disinfected prior to each game or contest.
- Press Box seating should include social distancing of at least six feet between individuals when possible.
- Schools should limit access to working media providing coverage of the event to ensure protocols are followed.
- Post-game interviews should be conducted while wearing face coverings and maintaining at least six feet of distance between the interviewer and individual being interviewed.

4. **Concession Stands and Food Service**

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

   - Staff, contractors, and volunteers involved in food service are required to wear face coverings as described in *Executive Order GA-29*.
   - Sites should 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.
   - Regularly clean and disinfect the food service counters and areas. Clean and disinfect dining areas (tables, etc.) after each patron departs.
   - Limit contact between the individuals involved in food service and patrons as much as possible. Have employees, contractors, and volunteers follow proper food-handling protocols.
   - Before each game, schools should 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.

FOOTBALL *(All Dates Tentative)*

2020 UIL Football Calendar (5A & 6A)

All 5A & 6A Schools:

August 08

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 09

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 10

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 12

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

YELLOW – Scrimmages GREEN – Regular Season Begin/End BLUE – State Championships

Important Note: All dates indicated herein are currently tentative and will depend on state, county, and local orders.

SAN BENITO GREYHOUND FOOTBALL
2020 Varsity Schedule

WEEK	DAY	DATE	OPPONENT	SITE	TIME
Scrim	*Thurs. / Fri.*	*Oct. 15 / 16*	*Brownsville Pace*	*Home*	*TBA*
1	**Friday**	**10/23/2020**	**Brownsville Hanna ***	**Home**	**7:00 PM**
2	**Friday**	**10/30/2020**	**Brownsville Rivera ***	**Home**	**7:00 PM**
3	Friday	11/06/2020	Los Fresnos *	Away	7:00 PM
4	Friday	11/13/2020	**Weslaco High ***	**Home**	**7:00 PM**
5	Friday	11/20/2020	Harlingen High *	Away	7:00 PM
6	Friday	11/27/2020	Harlingen South *	Away	1:00 PM
7	**Friday**	**12/04/2020**	**Donna North ***	**Home**	**7:00 PM**

* Denotes District Games

Update: 08/05/2020

Regular Season – Football

Schools who **have** offered strength and conditioning (S&C) since August 24:

- September 7: Begin Acclimatization Period
- September 17-19: 1st Scrimmage
- September 24-26: Week One
- December 5: District Certification

** Schools will have 11 weeks to play 10 games*
*** The above is only for schools who were not shut-down through September 7*

Schools who **have not** offered strength and conditioning since August 24:

- September 7: S&C and Sport Specific activities only, no pads or helmets allowed
- September 14: Begin Acclimatization Period
- September 24-26: 1st Scrimmage
- October 1-3: Week One
- December 5: District Certification

** Schools will have one less scrimmage in this scenario*

Junior High Football

Schools may schedule junior high football anytime during the fall semester within the game limits listed in the UIL Constitution and Contest Rules. All other practice regulations and limitations remain in effect. We will continue to monitor the public health situation and announce any further modifications as they are available.

VOLLEYBALL *(All Dates Tentative)*

2020 UIL Volleyball Calendar (5A & 6A)

All 5A & 6A Schools:

August 08

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 09

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 10

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 12

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

GRAY – Practice begins | YELLOW – Scrimmages | GREEN – Matches Begin / Certification | BLUE – State Championships

- Scrimmages – no more than 4 teams may meet for scrimmage purposes
- Allowable matches – 29
- 3 matches allowed all season, if school is in session, the 2nd and 3rd have to be outside the school week
- No invitational tournaments will be allowed
- District Certification – adjusting to a Tuesday to add a postseason play date (November 17)
- No regional tournaments – semi-final and finals have separate playing dates

Regular Season – Volleyball

Schools who **have** offered strength and conditioning since August 24:

- September 7: Practice begins
- September 11: Scrimmages allowed

- September 14: Matches allowed - 3 matches (or dual matches) allowed in calendar week; only 1 match during school week, 2 and 3 played outside the school week, Friday and Saturday

Schools who **have not** offered strength and conditioning since August 24:

- September 7: Strength & conditioning work this week, plus volleyball skill work
- September 14: Practice begins
- September 17: Scrimmage allowed
- September 18: Matches allowed - 3 matches (or dual matches) allowed in calendar week; only 1 match during school week, 2nd and 3rd played outside the school week, Friday and Saturday
- November 17: District Certification – 9/ 8 weeks

TENNIS *(All Dates Tentative)*

2020 Team Tennis Calendar / All Schools:

- September 7: 5A & 6A Schools May start Interschool Competition
- October 24: District Certification Deadline
- October 26-27: Bi-District
- October 29-31: Area
- November 2-3: Regional Quarterfinal
- November 6-7: Regional Tournament
- November 11-12: State Tennis Tournament

Please note the following:

- Tournaments will be allowed during regular season with no more than 8 teams participating
- 5A& 6A ONLY: Matches allowed - 3 matches (or dual matches) allowed in calendar week; only 1 match during school week, 2nd and 3rd played outside the school week, Friday and Saturday
- Tournaments for determining district representatives will be allowed with the limitation of two schools at one site

Additional information regarding Regional and State meets will be released at a later time.

CROSS COUNTRY *(All Dates Tentative)*

2020 Cross Country Calendar / All Schools

- September 7: 5A & 6A Schools May start Interschool Competition
- November 14: District Certification Deadline

- November 23: Regional Meets
- December 5: State Meet

Please note the following:

- Invitational meets may have no more than 8 total schools and only one level of competitors (Varsity/Junior Varsity/9th). A school may bring a girls and boys team, but they would need to be the same level.
- District Meets may only have one level of competitors participating on-site at a given time. For example, if Varsity Boys/Girls are running, JV would not be allowed on-site until the varsity athletes have left.

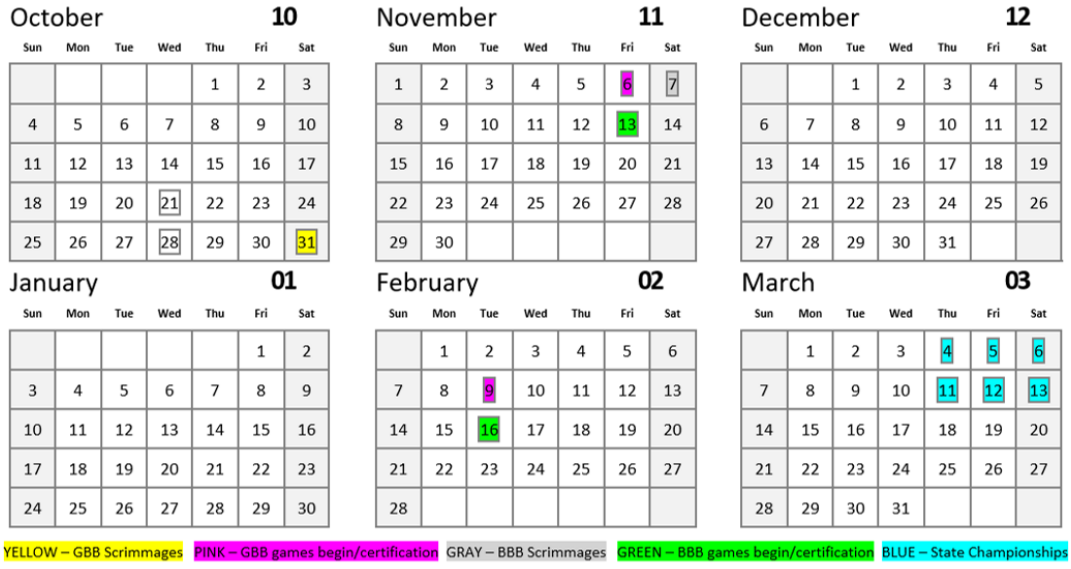
Additional information regarding Regional and State meets will be released at a later time.

BASKETBALL *(All Dates Tentative)*

2020-2021 Basketball Calendar

2020-21 UIL Basketball Calendar

All Schools 1A through 6A:



- The District Certification date is the only date change on the 2020-2021 Basketball Calendar
- Allowable game limit – 27 games
- 2 scrimmages - **no more than 4 teams** may meet for scrimmage purposes at one site. For sites that are used to having multiple groups of 4 at a scrimmage fest, that is **not allowed** for the 2021 basketball season.
- **No** tournaments or showcases, including regional tournament

Regular Season:

- October 21: Girls practice start
- October 31: Girls scrimmages allowed (max 2)
- November 6: Girls interschool games
- February 9: GIRLS DISTRICT CERTIFICATION – 17 weeks
- October 28: Boys practice start
- November 7: Boys scrimmages allowed (max 2)
- November 13: Boys interschool games
- February 16: BOYS DISTRICT CERTIFICATION – 17 weeks

Post Season (4 qualifiers from each district):

- Girls Basketball
    - February 11-13: Bi-District
    - February 15-16: Area
    - February 18-20: Quarterfinals
    - February 22-23: Regional Semi-finals
    - February 26-27: Regional Finals
    - March 4-6: GIRLS STATE TOURNAMENT
- Boys Basketball
    - February 18-20: Bi-District
    - February 22-23: Area
    - February 25-27: Quarterfinals
    - March 1-2: Regional Semi-finals
    - March 4-6: Regional Finals
    - March 11-13: BOYS STATE TOURNAMENT

MUSIC FALL UPDATE 2020

Remote Learning

Students participating in remote learning offered by their school district, whether synchronous or asynchronous (as defined by TEA), may participate in UIL activities if they meet all other UIL eligibility requirements. Students must be enrolled in remote learning options through the school the student will represent. Schools may develop local policies with additional requirements for participation. You can find more information related to the full-time student rule in Section 406 UIL Constitution and Contest Rules (https://www.uiltexas.org/policy/constitution/general/eligibility).

Academic Eligibility – Credit Requirements

For the 2020-2021 school year, UIL eligibility requirements for the first six weeks of school have been modified to allow a student to be eligible for the first six weeks if they accumulated at least two and a half credits since the start of the 2019-2020 school year. Schools may impose additional requirements. https://www.uiltexas.org/policy/covid-19

Practice and Rehearsal Regulations

- Activities During the School Year:
    - Practice or rehearsal on the extracurricular portion of the music activity during a school period may not exceed 60 minutes per day, or 300 minutes per week. Local school policy will determine the students who may attend.
    - Schools utilizing an instructional model other than a traditional in-person model may hold the extracurricular practice/rehearsal period any time during the day. This period is not required to be held during normal school hours.
    - Practice or rehearsal on the extracurricular portion of the music activity that occurs as part of the 60 minutes per day, or 300 minutes per week permitted during a school period does not count towards any practice or rehearsal time limits outside of the school day.

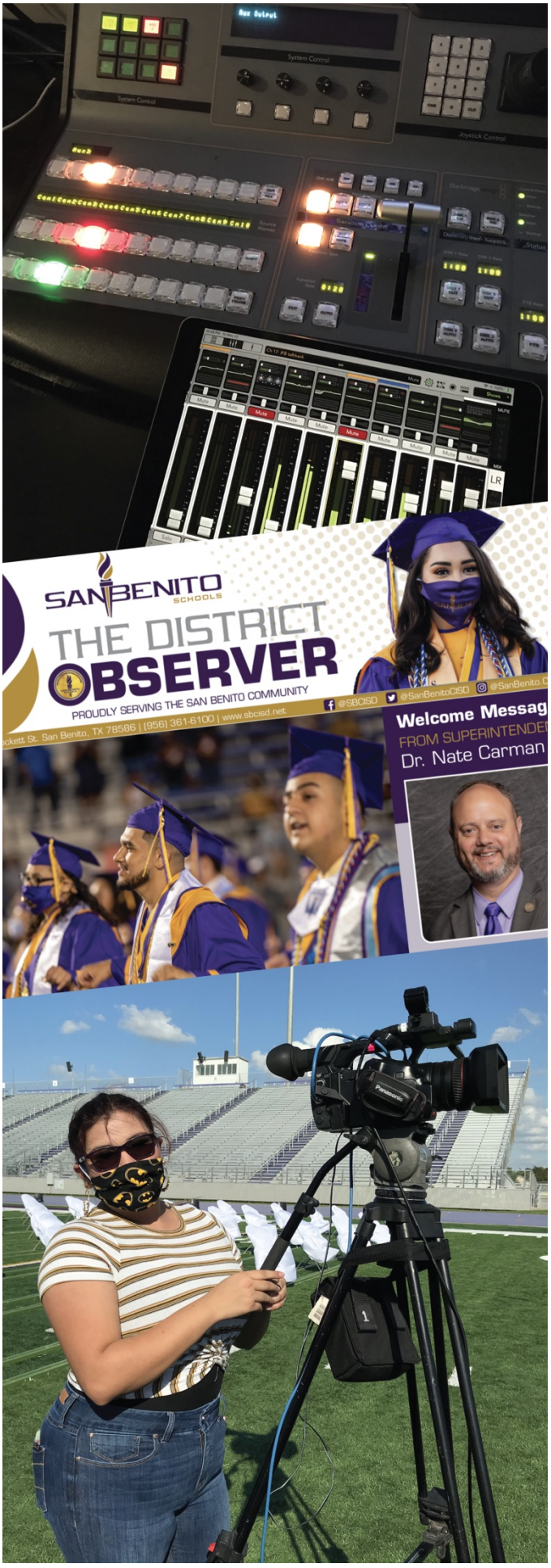
- COVID-19 General Considerations
    - When planning music practices and rehearsals, schools may consider the most current data from the aerosol study (https://www.nfhs.org/articles/preliminary-results-of-performing-arts-aerosol-study-depict-hopeful-outlook-for-future-music-activities/) sponsored in part by the National Federation of State High School Associations.

Marching Band Updated Calendar

- **September 7:** First Day to Begin Contest Show Visual/Marching Curriculum
- **December 3:** Region Contest Deadline for 2A/4A/6A
- **December 10:** Area Contest Deadline for 2A/4A/6A and Region Contest Deadline for 1A/3A/5A
- **December TBD:** 2A/4A/6A State Championships

ALL OTHER EXTRACURRICULAR ACTIVITIES

Activities including but not limited to Cheer, Dance, Choir, Clubs, etc. will follow the same safety protocols employed on campuses during the school day, with school-based extracurricular activities resuming when in-person instruction begins. Student assemblies, outdoor activities, practices, camps and field lessons will be postponed or held virtually until it is deemed safe for them to resume in person.



SECTION 4

Communications

COMMUNICATION METHODS

SBCISD is committed to educating parents, students, staff, and stakeholders about the district's 2020-2021 Return-to-School Plan prior to the start of the upcoming school year. This plan and subsequent updates will be distributed using a variety of the following communications means:

- Social media platforms,
- Electronic & Telephone messages (School Messenger®),
- District website,
- KSBG TV educational access channel (Spectrum - Channel 1301),
- District publications (*The Observer*), and
- Print news media (*San Benito News* and *Valley Morning Star*).

The Return-to-School Plan and all related information will be available on the district's dedicated re-opening page: www.sbcisd.net/reopening/.

PLAN DEVELOPMENT

In developing this plan, open communication with the SBCISD community has been one of our guiding principles, and multiple viewpoints have been instrumental. As such, we encourage our stakeholders to participate in future surveys that will continue to help us prepare for and/or gauge our progress throughout the 2020/2021 academic year.

ADDITIONAL RESOURCES

SBCISD will continually monitor the novel coronavirus (COVID-19) pandemic and will ensure that all stakeholders are updated with the latest information disseminated by local, regional, state, and national health and education agencies/officials. For agency-specific updates, please visit their respective COVID-19 information webpages:

- U.S. Center for Disease Control and Prevention (CDC)
  https://www.cdc.gov/coronavirus/2019-nCoV/index.html

- Texas Department of State Health Services (DSHS): COVID-19
  https://www.dshs.texas.gov/coronavirus/

- Cameron County Public Health Department
  http://www.cameroncounty.us/publichealth/index.php/coronavirus/

- Texas Education Agency (TEA)
  https://tea.texas.gov/texas-schools/health-safety-discipline/covid/coronavirus-covid-19-support-and-guidance

- University Interscholastic League (UIL)
  https://www.uiltexas.org/covid-19-information