

Waller
Independent School District

2020-2021

ON-CAMPUS

COVID-19 Health & Safety Protocols



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PLEASE NOTE: The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change. Families who choose ON-CAMPUS learning for their child agree to comply with the protocols outlined in this document. Individual needs will be addressed on a case-by-case basis. Concerns should be submitted to campus administration.

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STUDENT & STAFF SAFETY PROTOCOLS

GENERAL

All students and staff will be screened for COVID-19 symptoms regularly and individuals who present symptoms will be separated and sent home.

COVID-19 symptoms include:

- feeling feverish or a temperature equal to or greater than 100.0 F
- loss of taste or smell
- cough
- difficulty breathing
- shortness of breath
- fatigue
- headache
- chills
- sore throat
- congestion or runny nose
- shaking or exaggerated shivering
- significant muscle pain or ache
- diarrhea
- nausea or vomiting

HEALTH SCREENING

- Staff will be required to self-screen for COVID-19 symptoms via an online form prior to reporting to work each day and temperature checked upon arrival. If any of these symptoms are present, reference the [Illness Isolation](#) section in this document and notify the campus.
- Parents/guardians are expected to screen their students for the COVID-19 symptoms listed above each day prior to sending their student to school. If any of these symptoms are present, reference the [Illness Isolation](#) section in this document and notify the campus.
- Staff will monitor students and refer to the nurse if symptoms are present.
- [Protocols for Visitors](#)

ILLNESS ISOLATION

- **Individuals Suspected or Confirmed with COVID-19**

- When a student or staff member has displayed symptoms of COVID-19, they will be immediately asked to wear a mask if they are not already wearing one; the school nurse will provide a clinical assessment to determine if a student needs to be sent home.
- Students or staff members who are ill will be immediately separated from others. Students should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian. Families are encouraged to [update Skyward](#) with additional emergency contact information. Staff members will be sent home immediately.
- Other students/staff will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk, move to a different classroom, etc.) so that the classroom can be disinfected.
- District communication, which will include, but is not limited to an email, will be provided to staff members and the parents of students who came in close contact with a COVID-19 **positive** student or staff member. Student families are encouraged to [update Skyward](#) with a valid email address. *Note: Due to privacy laws, details of the identity of the individual cannot be provided.*
- **Any individuals who themselves a) are lab-confirmed to have COVID-19, or b) experience the symptoms of COVID-19, must stay home throughout the infection period, and cannot return to campus until the campus screens the individual to determine any of the below conditions for re-entry have been met:**

- A. In the case of an individual who was diagnosed with COVID-19, the individual may return to campus when all three of the following criteria are met:
- 1) At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - 2) The individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - 3) At least ten days have passed since symptoms first appeared.
- B. In the case of an individual who has symptoms that could be COVID-19 and is who is not evaluated by a medical professional or tested for COVID 19, such individual is assumed to have COVID-19, and must complete the same three-step criteria as above.
- If the individual has symptoms that could be COVID-19, and wants to return to school before completing the above three-step criteria, the individual must either a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

- **Individuals Who Come Into Close Contact with a Positive COVID-19 Case**

- The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios will be determined by WISD administrators. 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 symptomatology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the confirmed case, which is 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.

- **Any individual who is determined to have come in close contact with the lab-confirmed positive case cannot return to campus until 14 days have passed since the close contact occurred.**
 - Reference [Individuals Suspected or Confirmed with COVID-19](#) section above.

FACE MASKS & PPE

- For the purposes of COVID-19 health and safety, a mask is defined as a material directly covering an individual's nose and mouth. A face shield is PPE typically made of clear plastic that indirectly provides a barrier for the entire face. A shield may be worn in addition to a mask, but not in place of a mask.
- PPE: Personal Protective Equipment (ex. Face shields, gloves, gowns, etc.)
- All staff, all visitors aged 10+, and students in 4th through 5th grade will wear face masks, especially when 6ft social distancing is difficult, including in classrooms.
- Students in Pre-K through 3rd grade will wear face coverings in hallways, common areas, during arrival and dismissal, and anytime a staff member deems necessary.
- Appropriate PPE will be provided to staff by the district.
- Medical-grade PPE will be provided for school nurses and Special Education staff.

VISITOR PROTOCOLS

GENERAL

Virtual meetings are preferred when possible to limit visitors.

VISITOR SCREENING & MASK REQUIREMENTS

- Signs will be placed on entry doors with instructions for visitors to self-screen prior to entering the building.
- All visitors are expected to self-screen before entering the building.
- Visitors aged 10+ are required to wear a mask before entering the building.
- All visitors must use hand sanitizer upon entering the building.
- Visitors aged 10+ will have their temperature checked upon entering the building.
- All visitors are expected to maintain 6ft social distancing.

HAND WASHING/SANITIZING PROTOCOLS

GENERAL

Frequent hand washing/sanitizing will help ensure health and wellness of the Waller ISD family.

HAND WASHING/SANITIZING EXPECTATIONS

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in common areas, and throughout the campus.
- Individuals will be expected to regularly wash or sanitize their hands.
- Individuals are required to use hand sanitizer upon classroom entry.
- Students will be reminded by staff to wash or sanitize their hands during appropriate times of the instructional day.
- Thorough hand washing is required after recess, before and after eating, and following restroom breaks.

CAMPUS CLEANING & SANITIZING PROTOCOLS

GENERAL

Frequent cleaning and sanitizing will promote a healthy learning and work environment for students and staff.

DAILY CAMPUS CLEANING

- Each classroom and restroom will be sanitized daily.
- All high-touch areas will be sanitized as much as needed throughout the day and each evening.
- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear masks and gloves during work hours.
- Lunch areas will be sanitized between lunch periods.
- Individuals will have access to cleaning wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.
- All areas of the building will be sanitized with medical-grade fogger each evening and as needed during the day.

ADDITIONAL CLEANING FOR POSITIVE COVID-19 CASES

- If a classroom or building is closed due to COVID-19 it will be thoroughly disinfected using medical-grade sanitizer.
- Custodial staff will fog and disinfect classrooms, restrooms, offices, reception area, and all additional spaces in the entire building.

WORK & LEARNING ENVIRONMENTS

CLASSROOM CONFIGURATIONS & PROCEDURES

- Each classroom will be outfitted with the following:
 - Visual reminders of social distancing and hygiene requirements.
 - Hand sanitizer stations.
 - Access to sanitizing wipes to clean working surfaces.
- Individuals will use hand sanitizer upon entering classrooms.
- Staff will have access to appropriate supplies to regularly sanitize high-touch and working surfaces as well as shared objects.
- Staff will limit the use of shared supplies when possible.
- Desks or tables will be socially distanced as much as instructionally possible.
- Student materials and supplies will be placed in close proximity to them to reduce movement in the classroom.
- When possible, shared supplies will be eliminated. Necessary shared supplies will be sanitized between use.
- Teachers will develop, teach, and implement procedures that:
 - Limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
 - Establish student responsibilities to clean personal areas and materials/supplies with hand sanitizer, sanitizing wipes, and other appropriate products.
 - Relate to entering and exiting the classroom. Ex. “Clean when you enter, clean before you leave.”
 - Classrooms that have sinks will outline hand washing protocols and the use of classroom hand sanitizer.

- To the extent possible, classroom door handles will be locked, but will use a door stop to prop open and minimize contact as individuals enter or exit.

COLLABORATIVE WORK & PROJECTS

- When possible, technology will be used when students are involved in collaborative work.
- When possible, group or pair work will be implemented while maintaining social distancing.
- Students in 4th and 5th grade who work in face-to-face pairs or groups will wear a mask.
- Parents/guardians will have the opportunity to opt their student out of face-to-face group or pair work.
- When possible, technology will be used in place of hands-on manipulatives.
- When possible, teachers will assign students specific manipulatives.
- When possible, the use of outdoor space for learning will be considered; social distance will be maintained between groups.

SPECIALS

- When possible music, and STEAM Lab classes will be conducted outdoors.
- Appropriate social distancing measures will be followed.
- When it is impractical for students to wear masks while participating in some specials, masks will be worn when entering and exiting the classroom and/or practice areas, and while not actively engaging in those activities.
- Specials equipment will be sanitized and wiped down after each use.

PHYSICAL EDUCATION PROTOCOLS

- Whenever possible and/or weather conditions permit, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close contact will be avoided.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Equipment will be sanitized after each use.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Hand sanitizing areas and access to handwashing will be provided.

COMMON AREAS

(Cafeteria, Library, Gym, Flexible Learning Areas, etc.)

- Campuses will develop schedules and protocols for the use of common areas, including how to sanitize space between use.
- The use of virtual meetings will be considered when possible.
- Occupancy will be limited.
- Individuals will be required to use hand sanitizer when entering and exiting common areas.
- There will be procedures for students to sanitize their spaces before and after usage.
- Campuses will create procedures for the use of school-owned instructional materials.
- When needed, students will bring personal supplies from classrooms.
- Informational graphics and markers will be added and, if needed, furniture rearranged to help students maintain social distancing.

- High-touch surfaces (i.e. table tops, chairs, door handles) will be sanitized regularly.
- Face masks will be worn by all students and adults.

RESTROOMS

- Proper handwashing technique will be taught to all students and consistently reinforced.
- Visual reminders about proper handwashing technique will be added.
- Occupants must wash hands before exiting the restroom and then use hand sanitizer upon entering the classroom or common area.
- Efforts will be made to limit the availability of certain urinals and sinks to comply with health agency recommendations and social distancing.
- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- Increased cleaning and sanitizing will occur throughout the school day and each evening.
- Water fountains throughout the building will be turned off to avoid cross-contamination in high-touch areas. Students are encouraged to bring a personal water bottle with a flip or screw top lid or a disposable water bottle.

TRANSITIONS

- All students and adults will wear a mask when outside of the classroom.
- Where possible, one-way traffic throughout campus corridors will be established.
- Walking pathways will be designated throughout the building including entrance and exit doors.

- When possible, there will be staggered transitions and outside pathways will be used.

MEETING & ADMINISTRATIVE SPACES

(Reception, Offices, Work Rooms, Conference Rooms, etc.)

- Virtual meetings are preferred.
- When necessary, in-person meetings will:
 - Maintain 6 ft social distancing
 - Limit the sharing of materials/supplies
- Six feet will be provided between all seats and workspaces.
- Masks will be worn at all times.

CENTRALIZED CLASSROOMS/ SPECIAL EDUCATION CONSIDERATIONS

- Detailed protocols are being developed for Special Education. They will be published as soon as possible.

MEALS

BREAKFAST

- Breakfast will be delivered to classrooms.
- Staff will monitor the campus to ensure social distancing as students report directly to their assigned classrooms upon arrival.
- Water fountains throughout the building will be turned off to avoid cross-contamination with a high-touch device. Students are encouraged to bring a personal water bottle with a flip or screw top lid.

LUNCH

- Plans for lunches to be eaten in the cafeteria as well as in classrooms will be developed accordingly depending on the number of students who select to attend On-Campus PreK through 5th grade.
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.
- Social distance will be provided around each occupiable seat.
- Lunch times will be staggered with sanitation blocks in between.
- Microwaves and vending machines will not be provided due to the opportunity for cross-contamination with a high-touch device.
- Water fountains throughout the building will be turned off to avoid cross-contamination with a high-touch device. Students are encouraged to bring a personal water bottle with a flip or screw top lid.
- No lunch visitors will be allowed.

RECESS

- Campuses will limit the number of students per recess group.
- Staggered schedules can be utilized when needed.
- All participants and monitors will be required to use hand sanitizer before entering and upon exiting the playground.
- Mask breaks will be implemented by staff as needed.

ON- & OFF-CAMPUS ACTIVITIES & EVENTS

- Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing requirements.
- Virtual field trips will be considered as often as possible.
- PTO event and fundraising information is pending.
- After-school club information is pending.
- No in-person assemblies will be held.
- Campus events and meetings will be held virtually.
- Parents may attend class parties and performances virtually.

ARRIVAL

- No loitering is allowed outside the school building; DO NOT drop off students early in order to protect social distancing.
- Parents/guardians will not be allowed to walk students inside the building.
- Hand sanitizer stations will be placed at entrances and exits.
- Designated entry doors will be propped open for no-touch entry. Any open doors will be continuously monitored by staff to stop unauthorized access and monitor for threats.
- Separate entrances will be utilized for car riders, bus riders, walkers, and daycares. Each group of students will be directed to their classroom upon arrival. Traffic flow maps will align with entrance locations.
- Breakfast will be served in classrooms.
- Staff will be utilized for duty to maintain sight in hallways and social distancing.
- There will be bus procedures, based on campus-specific needs.

DISMISSAL

- Hand sanitizer stations will be placed at entrances and exits.
- Sibling connections will be done outside the building.
- Campuses will designate staggered dismissal groups of walkers, car riders, bus riders, and daycare students to manage student movement and decrease the risk of crowding outside during dismissal time.
- Separate exits will be utilized for car riders, bus riders, walkers, and daycares.
- Designated exit doors will be propped open for no-touch entry. Any open doors will be continuously monitored by staff to stop unauthorized access and monitor for threats.
- Due to social distancing, parents will not be allowed to walk up to the building to pick up students during dismissal.
- There will be bus procedures, based on campus-specific needs.
- Parents/guardians picking up students during the day will call ahead so that students can be accompanied to parent vehicles upon arrival.

TRANSPORTATION

- Parents are encouraged to drive, or allow their students to walk/bike to school.
- A 3-or 4-tier bus system will be implemented to maintain social distancing on buses based on the number of [students who will attend On-Campus learning AND request bus transportation](#). This will impact bell schedules. New bell schedules will be announced as soon as possible after July 30.
- Students who require bus transportation will need to [sign up prior to receiving bus transportation](#).
- When possible, school buses will open windows to allow air to circulate in the bus.
- Social distancing will be used on buses.
- All students and drivers will wear face masks while riding buses.
- Students will use hand sanitizer when boarding buses.
- Buses will be thoroughly cleaned after each route, focusing on high-touch surfaces such as seats, steering wheels, knobs, and door handles.