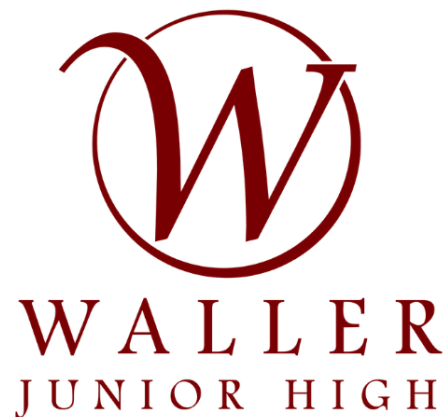


*Waller*  
Independent School District

**2020-2021**

# ON-CAMPUS

## COVID-19 Health & Safety Protocols



**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. **THESE COVID-19 PROTOCOLS EXPIRE MAY 31, 2021. AT THIS TIME WALLER ISD IS PLANNING FOR A NORMAL 2021-2022 SCHOOL YEAR.**

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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:**

- 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 10 days have passed since the date of the confirming lab test.
  
- 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.
  
- In the case of an individual who believes they have received a false positive and wants to return before completing the above

criteria, the individual must either (a) obtain a medical professional's note clearing them for return OR (b) obtain two PCR tests at least 24 hours apart that both come back negative for COVID-19.

- **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 or
  - b. Being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like properly wearing face masks, ventilation, presence of dividers, and case symptomatology may affect this determination.

The infectious period of the confirmed case begins two days prior to symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period begins two days prior to 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 one of the following occurs:**
  - 10 days have passed since the last day of close contact and the individual does not have any symptom of COVID-19 (no test required) OR
  - 7 days have passed since the last day of close contact AND the individual has received a negative PCR test for COVID-19.

**Individuals returning from close contact procedures should continue to regularly monitor themselves for symptoms for the duration of the 14-day incubation period.**

- Note: Individuals who live in the same household are considered in close contact throughout the 10-day infection period of the lab-confirmed positive individual and therefore cannot return to campus until either 17 or 20 days have passed depending on the individual's choice (10 days for the positive individual to recover plus either 10 days with no symptoms or 7 days with a negative PCR test - see section above).
- Reference [\*Individuals Suspected or Confirmed with COVID-19\*](#) section above.

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## **FACE MASKS & PPE**

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- 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, visitors, and students will wear face masks, especially when 6ft social distancing is difficult, including in classrooms.
- Appropriate PPE will be provided to staff by the district.
- Medical-grade PPE will be provided for school nurses and Special Education staff.
- Outdoor Extracurricular Events: Spectators may remove their masks as long as 6 ft. social distancing is maintained between household units.

# 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 before 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 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.

## **PHYSICAL EDUCATION PROTOCOLS**

- When 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.
- Procedures will be implemented in the locker rooms to maintain social distancing.
- 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.

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## **COMMON AREAS**

*(Cafeteria, Library, Gym, Teaching Theater, etc.)*

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- Classes/grade levels will sign up to reserve common areas.
- 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.

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## **RESTROOMS**

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- Proper handwashing technique will be reviewed with 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.

- Efforts will be made to limit the availability of certain urinals and sinks to comply with health agency recommendations and social distancing.
- During the passing periods, 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.

## **PASSING PERIODS**

- Individuals will wear face masks during all passing periods.
- 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.
- When needed, staggered releases from each class will be organized to limit the number of students in the hallway during transitions.
- When passing between classes, students will travel corridors as far to the right as possible.
- Visual markers used to help students maintain social distance and adhere to established campus traffic flow in hallways.
- Traffic patterns will be established throughout the campus to separate individuals to the greatest extent possible.
- Where possible, one-way traffic throughout campus corridors will be established.
- Classroom doors will be propped open to reduce high touch areas.
- Access to hand sanitizer will be provided throughout the campus.

- Students must proceed directly from one class to the next. No loitering is allowed.

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## **MEETING & ADMINISTRATIVE SPACES**

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

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- 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.

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## **CENTRALIZED CLASSROOMS/ SPECIAL EDUCATION CONSIDERATIONS**

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

# MEALS

- Depending on the number of students in the school, meals may be eaten in the cafeteria, gyms, and/or classrooms.
- Lunch times will be staggered with sanitation blocks in between.
- Cafeteria capacity will be based on current guidelines.
- Social distance will be provided around each occupiable seat.
- Meals will be packaged as “grab and go” to ensure ease of pick up and transport to eating location.
- Signage and staff will reinforce social distance and traffic patterns in the cafeteria.
- Microwaves and vending machines will not be provided due to the opportunity for cross-contamination with a high-touch device.
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.
- 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 are allowed.



# STUDENT ACTIVITIES

## COMPETITIVE STUDENT ACTIVITIES

- All students may participate in competitive activities regardless of their selection of online learning or in-person instruction.
- Campuses will limit students from leaving campus after school prior to travel or start of extracurricular or co-curricular activities when possible.
- Student participation in competitive activities will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, WISD, TEA, UIL, etc.)

## EXTRACURRICULAR ACTIVITIES

### Athletics

- Athletic practices and contests will be conducted following safety protocol provided by guidance from WISD, UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis.
- Locker room use will be determined by WISD/TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.
- Bus travel will follow transportation guidelines provided by WISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines. Ticketing for events may be utilized to control capacity of facilities.

- Postgame sign out procedures for athletes will be communicated to parents prior to the beginning of each season.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize contact with handles.
- Spectator seats may be marked and/or configured in a way to enforce social distancing.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

## **Fine Arts/Cheer**

- Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., WISD, TEA, UIL, etc.)
- Private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity.
- Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will continue to be adhered to.
- Off-campus performances will only be conducted if specific guidance is provided by an authorized entity (e.g. WISD, TEA, UIL, etc.)
- Performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g. WISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of events.
- All performances will be streamed online when possible.
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

- Practices and performances will be conducted following safety protocols provided by guidance from WISD, UIL, and TEA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in facilities and equipment will be sanitized on a regular basis.

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## **ON-CAMPUS ACTIVITIES**

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- Any school-wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by WISD, TEA, and UIL. (Examples: grade-level pep rallies, assemblies, performances, etc.)
- When possible, school-wide events will be live streamed and/or occur virtually.
- To limit large gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

# ARRIVAL

- Parents/guardians will not be permitted 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 different groups of students (i.e. grade level, bus riders, etc), and each group of students will be directed to a designated location prior to the start of school. Traffic flow maps will align with entrance locations.
- Entry protocols will be established to maintain social distance.
- Staff will be utilized for duty to maintain sight in hallways and social distancing.

# DISMISSAL

- Hand sanitizer stations will be placed at entrances and exits.
- When needed, campuses will designate staggered dismissal groups. Staggering groups of walkers, car riders, and bus riders will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
- Separate exits will be utilized for different groups of students (i.e. grade level, bus riders, etc).
- 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.
- Parents/guardians picking up students during the day will call ahead so that students can be sent or 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 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 staff will wear face masks while riding buses.
- Students will use hand sanitizer when boarding buses.
- Buses will be thoroughly sanitized after each route, focusing on high-touch surfaces such as seats, steering wheels, knobs, and door handles.