

Safe Return to In Person Instruction Plan

2022-2023

"Lackland ISD Cares"

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Introduction

The safety and well-being of all staff and visitors are a priority for Lackland ISD as the district welcomes all students and campus-based personnel back to our campuses for the 2022-2023 school year. Lackland ISD **will not** offer remote instruction for the 2022-2023 school year, so all students will be required to attend school on campus. Lackland ISD schools will continue practices, protocols, and safety guidelines recommended by the CDC, the Texas Education Agency, and JBSA-Lackland. The goal is to collaboratively ensure that all students, employees, and visitors in district facilities remain safe and secure to the greatest extent possible.

Many of the safety measures that Lackland ISD implemented during the 2021-2022 school year will continue with guidance from the CDC. The measures we will continue to practice include having access to hand sanitizer stations throughout our facilities. The wearing of masks will be optional for students, staff, and visitors whether vaccinated or unvaccinated (until further notice).

As always, Lackland ISD staff will continue to meet the challenges of COVID-19 with creativity and perseverance, embodying the commitment of educating all students for success—no matter the circumstances. "Lackland ISD Cares" is our commitment that we will do everything within our power to ensure the workplace and learning environment are as safe as possible.

This Plan is the Lackland Independent School District's (District's) guidance on the safe return to in-person instruction. Guidance concerning the coronavirus (COVID-19) will be updated every six months as mandated by the Texas Education Agency. The information in these guidelines outlines the current best practices provided by federal, state, and local health officials for mitigating COVID-19 infections in the learning/work environment.

This Plan addresses both staff and student responsibilities as it relates to COVID-19 precautions and responsibilities. The information will be repetitive as some of the same procedures will apply.

General Guidelines for Students

Health and Student Safety

The Lackland Independent School District will continue to monitor the COVID-19 landscape. Your health and safety remain our top priority. As a result, the District will maintain safety measures that have proved successful in protecting our students and staff. Because COVID-19 has not been totally eradicated, it is important to remember how the virus is transmitted.

Transmission of COVID-19

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or can possibly be inhaled in the lungs. The spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be unlikely.

The Centers for Disease Control and Prevention (CDC) website provides the latest information concerning COVID-19 at <u>About COVID-19 | CDC</u>.

Symptoms of Covid-19

COVID-19 is not the same as the coronaviruses that can cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ($\geq 100.4^{\circ}$ F), muscle pain, sore throat, and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include fever (≥100.4°F), stomach pain along with diarrhea or vomiting, and, in some cases, a rash, bloodshot eyes, neck pain, and swollen hands, and feet. There is more to learn about how this syndrome affects children.

If someone in quarantine in a household does not have symptoms, other household members do not have to quarantine or isolate.

Updated CDC guidance indicates that quarantine is no longer recommended for people who are exposed to COVID-19.

If you've had <u>close contact</u> with someone who has COVID-19, you should get tested five (5) days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative. You should isolate for 10 days if your test result is positive.

Testing

Lackland ISD has a limited amount of Rapid COVID-19 test kits available and can be requested by the parent if needed. To request testing, please contact the nurse's office at 210 357-5040.

Participation in COVID-19 testing is voluntary according to each individual's preference.

A testing coordinator and testing administrator were chosen from guidelines provided by TEA. The contact information for our coordinators is provided below:

Please Note: Positive and Negative Covid-19 tests from at-home test kits will be accepted on a case by case basis.

Testing Program Coordinator (Primary) - Mrs. Camille Morales, RN

morales.c@lacklandisd.net

210-357-5036

Testing Program Coordinator (Alternate) - Mrs. Erika Adams, RN

adams.e@lacklandisd.net

210-357-5040

Before Arriving at School

Parents are asked to perform a preliminary COVID-19 and general health screenings of their child(ren) before they depart for school or child/youth care providers.

Transportation

Students will be assigned seats. Buses will be cleaned and disinfected daily after each trip. As of February 25, 2022, the CDC does not require wearing masks on buses or vans operated by public or private school systems.

Parent Transportation

Parents who bring their children to school are asked to remain in their vehicle while dropping off students.

Cafeteria Operations

Students will be instructed to wash or use hand sanitizer before entering the cafeteria for breakfast and lunch.

Classroom Considerations

Teachers will monitor the use of shared resources to minimize cross-contamination and promote the use of technology resources to supplement and/or replace interactive activities where reasonable/feasible.

Accommodations for Students with Disabilities

Any students who have disabilities will receive the needed accommodations to ensure their safety while they are on campus or attending any campus-related events.

Common Areas

Students should wash and/or use hand sanitizer when entering/exiting common areas.

Cleaning and Disinfecting

The Lackland ISD custodial staff will routinely clean and disinfect surfaces that are frequently touched by multiple people, such as light switches, countertops, walls, handles, etc. Staff members will also disinfect surfaces throughout the day as appropriate.

UIL Extra-Curricular Activities

- 1. If an individual who has been in areas where UIL activities are being conducted is test-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the <u>Americans with Disabilities Act (ADA)</u> and Family Educational Rights and Privacy Act (FERPA).
- 2. Upon receipt of information that any teacher, staff member, student, or visitor in an area where UIL activities have been conducted is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services via an <u>online form</u>. The report must be submitted each Monday for the prior seven days (Monday-Sunday).

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) have 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
 - o at least five 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.
- In addition to the criteria and processes described above, a student who has been diagnosed with COVID-19 must receive clearance from a physician prior to returning to participation in UIL activities.

Identifying Possible COVID-19 Cases on Campus

- Lackland ISD will separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Lackland ISD custodial staff will 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 meet the clinical definition of a fever..

COVID-19 Symptoms

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

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

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- 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

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

- 1. Lackland ISD will make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available in these areas.
- 2. Any equipment that will be kept in student lockers and/or in these areas will be thoroughly cleaned and disinfected each day prior to students accessing these areas.
- 3. As part of our overall plan, we have a plan for mitigating risk of spreading COVID-19 when disinfecting, cleaning, and laundering items such as towels, practice clothes, and uniforms. This plan includes protocols for redistributing these items to students. Staff have been 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:

1. All surfaces in practice areas will be thoroughly disinfected throughout and at the end of each day.

- 2. Any equipment will be regularly disinfected before, during, and after practice sessions.
- 3. If provided, food, water or other drinks will be provided 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:

Teams and Participants

- 1. Lackland ISD will follow <u>TEA guidance</u> related to transporting students.
- 2. Lackland ISD will 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.
- 3. Visiting team /group locker rooms will be cleaned and sanitized before the visiting team arrives. Visiting teams/groups are responsible for cleaning and disinfecting equipment once it is unloaded. Lackland ISD will limit access to these facilities to only students and staff essential for the game, contest, or event.
- 4. Individuals should self-screen as described in these screening protocols.
- 5. As previously indicated, water or other drinks and/or food may be provided. We will make a reasonable effort to ensure students are not sharing these items.
- 6. Other areas used by participants, should be cleaned and disinfected prior to and after use.
- 7. Pregame and post-game gestures of sportsmanship will be conducted between teams and sports and contest officials in ways planned to help reduce the risk of spread of COVID-19.
- 8. All participants will 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 will not be given access to contest areas, performance areas, courts, or fields at all before, during, or after contests and events.

Student Groups not directly involved in the game or contest

Student groups such as bands, Spirit teams, drill teams, and other groups approved by the school district may attend and perform at games or contests in which they are not competing.

- 1. These student groups will remain separate from the game or contest participants at all times.
- 2. Students will maintain appropriate distancing from game or contest participants at all times, including when on the sideline.

Concession Stands and Food Service

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

- 1. 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.
- 2. Regularly clean and disinfect the foodservice counters and areas. Clean and disinfect dining areas (tables, etc.) after each patron departs.
- 3. Limit contact between the individuals involved in foodservice and patrons as much as possible. Have employees, contractors, and volunteers follow proper foodhandling protocols.

Coordination with State and Local Health Officials

Lackland ISD will remain in communication with local health and state officials concerning and changes or safety updates pertaining to COVID-19. These changes will be updated (when appropriate) and included in the six-month update to Lackland ISD stakeholders.

COVID-19 Points of Contact:

District Coordinator

Ms. Camille Morales, BSN, RN, NCSN 210-357-5036 morales.c@lacklandisd.net

Stacey Jr/Sr High School

Hunter Shelby 210-357-5103 shelby.h@lacklandisd.net

Lackland Elementary

Teresa Leija 210-357-5052 leija.t@lacklandisd.net

General Guidelines for Staff

Start of School

Lackland ISD will begin school on Monday, August 15, 2022. All registered students must attend in person.

District/System Panel

Each district or School System should be advised by a 7-person COVID19 panel that at a minimum includes: 1 student, 1 teacher, 1 parent, 1 non-instructional staffer (i.e., maintenance, custodial, food service), 1 school nurse, pediatrician or adolescent healthcare provider, and 1 human resources representative. The panel will provide guidance to superintendents, principals and school boards on operating procedures. The school nurse or pediatric/adolescent healthcare provider should serve as a liaison to Metro Health, including for notification of positive cases.

Reporting Requirements

School Systems shall report COVID-19 positive staff and students to Metro Health within 24 hours by calling 210-207-8876.

Communication Plan

Cabinet members will communicate to their respective staff regarding high-risk areas, increases in PPE requirements, closures of certain buildings or other areas, and other updated federal, state and local guidelines as deemed necessary.

The Texas Education Agency COVID-19 webpage shall be monitored closely by all Cabinet members to ensure to keep abreast of up-date information as it relates to health, safety, instruction, finances, etc.

Absences for Staff

COVID-19 Related Absences should be reported to your supervisor as soon as symptoms or exposure occurs. Your supervisor will provide guidance for reporting symptoms/exposure. An employee's accrued state and local leave may be used during the absence. The District will follow board policy DEC for COVID-19 related absences. If an employee tests positive

or has symptoms that require the employee to be out longer than the allotted hours, the employee will need to apply for Family Medical Leave and use accrued state and local leave.

Health and Employee Safety

The Lackland Independent School District continues to monitor the progression of the coronavirus. Your health and safety remain our top priority. As a result, the District continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep employees safe.

Health and Safety Protocols include the following:

- 1. All employees shall self-monitor symptoms, diagnosis, or exposure to COVID-19 prior to reporting to work.
- 2. All employees will be required to follow CDC recommendations for proper hygiene.
- 3. The district may provide other appropriate protective gear such as gloves should the need be determined by an employee's job responsibilities. The higher an employee's risk, the greater amount of protection that may be required.
- 4. The district will provide disinfectant supplies for employee use in their work area.
- 5. The district will require any employee who is diagnosed with COVID-19 to use available leave (local or state), as appropriate, during the illness and not return to work until the employee meets the criteria to return.
- 6. If you are unable to return to work for any reason as directed, you should contact the HR/Benefit Coordinator to discuss potential leave that may be available to you. You should notify your immediate supervisor at your earliest convenience.

| Do's | Don'ts |
|--|---|
| Self-assess for COVID symptoms daily | Report to work with COVID symptoms |
| Socially distance from others & wear a mask at | Congregate in common areas without |
| all times (if indicated) | practicing social distancing |
| Stay in your assigned area as much as possible | Make personal decisions that may increase your exposure to COVID-19 |
| Use phone or video communication when possible | |

In order to address the spread of COVID-19, it is important to know how the virus is transmitted.

Transmission of COVID-19

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs. Spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be the primary way the virus spreads.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 at About COVID-19 | CDC.

Persons at Higher Risk

Based on what we know, persons at high risk for severe illness from COVID-19 include people 65 years and older, people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes, people on dialysis, people with liver disease, and people with compromised immune systems.

Symptoms of Covid-19

The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ($\geq 100.4^{\circ} F$), muscle pain, sore throat and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include: fever (≥100.4°F), stomach pain along with diarrhea or vomiting and, in some cases, a rash, bloodshot eyes, neck pain, swollen hands and feet. There is more to learn about how the disease affects children.

Site Facilitators

Campus Principals and Department Heads will be responsible for compliance with the following:

Screening

Social distancing

Personal Protection Equipment for Students/Employees/Guests

Cleaning Supplies (individual use)

Signage standards

Entrances, exits, and unidirectional traffic flow for students, staff, and guests

Visitor processes

Other safety procedures and protocols, as deemed necessary

Enhanced Cleaning

Operation Services has a high standard for cleanliness and safety and are committed to upholding those standards with our intensive cleaning process. Enhanced cleaning protocols have been put in place as a result of COVID-19 and are based on current local health and government guidelines.

We will focus on the following high touch services to ensure that the proper disinfection takes place:

Doorknobs/Handles

Countertops

Handrails

Light switches

Restroom fixtures

Desks

Keyboards and mouse

Phones

Areas of Enhanced Focus

Restrooms

Offices

Kitchen/break areas

Vending machines

Copiers/printers

Front desk and lobby areas

Equipment

A copy of the Cleaning Checklist can be found on the Operations Department website at: https://www.lacklandisd.net/departments/operations/custodial

Personal Area Cleaning

Desks

Computer keyboards/mouse

Phone

Remote control

Chair arms

File cabinet drawer handles

Personal microwaves, refrigerators, and appliances including coffee machines

We will provide Personal Protective Equipment (PPE) for all district employees, such as:

Masks Gloves Hand Sanitizer EPA Registered disinfectants

Shared Areas

All staff, students, and visitors will be required to follow established safety protocols.

Social distancing is recommended when appropriate.

Hand sanitizer, portable hand sanitizer dispensers, spray cleaners, and disinfectant wipes will be available in shared areas.

Restrooms

Restrooms will be stocked with soap and paper towels. Hand soap will be available in all restrooms.

Posters on how to wash hands properly will be posted in all restrooms. Restrooms will be cleaned regularly throughout the day and at night.

Safety is our Priority

Lackland ISD is following federal, state, county public health guidelines to ensure the safety of our employees, students, and members of the public.

Employee-Self-Screening

All employees are encouraged to self-screen before going to work to determine if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of Breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore throat

- Loss of taste or smell
- Diarrhea
- Feverish feeling or a measure temperature equal to or greater than 100.0°F
- Known close contact with a person who is lab-confirmed to have COVID-19.

If running a fever of 100.0° or higher, or feeling ill, please stay at home. Notify Mrs. Camille Morales, Lackland ISD COVID Coordinator if you exhibit symptoms of COVID-19 or are diagnosed with COVID-19. Make sure you contact your health provider, if needed.

Staff Who Become Ill During the Workday

Due to the contagious nature of the virus, all staff should stay informed, practice healthy habits, and avoid sharing equipment when possible to prevent the spread of COVID-19.

If staff develop symptoms of COVID-19 during the workday or are lab-confirmed to have COVID-19, the following steps will be taken to reduce transmission:

- Separate symptomatic staff from others and send them home.
- The Campus Administration/Supervisor will contact the Custodial Supervisor for cleaning/disinfection of the exposed classroom, office, and/or building(s).

Lab-Confirmed Case-19 Case Process

Step 1

Employee Reports Diagnosis to the District

An employee who has received a lab-confirmed COVID-19 diagnosis must notify the School Nurse (COVID-19 Coordinator) within 8 hours by submitting the electronic COVID-19 Employee Contact Tracing Reporting Form. The form will be accessible online 24 hours a day, seven days a week. The immediate supervisor, Human Resources and Operations will be notified simultaneously so they can respond quickly.

Step 2

School Nurse (COVID-19 Coordinator) Contacts the Reporting Employee

The School Nurse (COVID-19 Coordinator) receives the form and contacts the employee immediately within three (3) hours to review the following:

- Direct the employee to not return to work
- Confirm demographic information
- Provide information on isolation requirements and return to work protocols
- School Nurse (COVID-19 Coordinator) emails required isolation criteria and copies to the the payroll department.

Step 3

HR Department Provides Resources to the Employee

Directs the employee to the Business Webpages with COVID-19 General Information and Leaves and Absences such as FFCRA Leave
Discusses availability of alternate work arrangement (if applicable)
Refers to the ADA Coordinator for Americans with Disability Act (ADA) Accommodations if accommodations are requested

Return to Work Requirements

Staff with a confirmed COVID-19 diagnosis may not return to work until:

- At least 24 hours have passed since recovery, which is defined as:
 - No longer having a fever (<100.0° or higher) without the use of fever-reducing medicine like Advil, Tylenol, or Aspirin), and
 - Significant improvement of your other symptoms (cough, sore throat, headache, etc.), and
- At least 5 days have passed since symptoms first appeared, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis

Unvaccinated Staff exposed to persons known to be lab-confirmed for COVID-19 may return on campus but should test 5 days after last exposure and watch for any illness that may appear.

COVID-19 Points of Contact:

District Coordinator

Ms. Camille Morales, BSN, RN, NCSN 210-357-5036 morales.c@lacklandisd.net

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