



**HALLSVILLE ISD**

# **RETURN TO LEARN PLAN**

**2020-2021**



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*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.*



## Introduction and District Priorities

As a school district, Hallsville ISD looks forward to welcoming students back to school on August 13. Despite the challenges with COVID-19, our district will continue to provide an excellent education to our students, which will include both in-person and remote learning environments. As the public health crisis continues, we have been planning for the opening of the 2020-21 school year with a focus on the health, safety and well-being of our staff, students and community.

While Hallsville ISD is planning for two different instructional environments, our plan follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, and state and local health officials.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Hallsville ISD website will provide you with the most up-to-date information.

Our planning process has continuously evolved around new information and guidance that we receive from the state. Our action teams have planned with the following key priorities and focus areas in mind:

### KEY PRIORITIES AND FOCUS AREAS



- ▶ **Public Health and Safety**
- ▶ **Instructional Continuity**
- ▶ **Maintaining Workforce**
- ▶ **Parent Choice**
- ▶ **Equity**
- ▶ **Innovation**
- ▶ **Communication**

## HALLSVILLE ISD'S "RETURN TO LEARN" Overview

### General Overview for Returning to Campus Learning

#### Safety

- ▶ Social Distancing measures in all areas
- ▶ Supplies not shared
- ▶ Hand washing/sanitizing breaks
- ▶ Face Coverings (mask, full face shield) are required for PK-12 while on campus and school transportation
- ▶ Students with Covid-19 symptoms sent to campus nurse. Nurse will determine if the student should be sent home. Student isolated and picked up ASAP.

#### Academics

- ▶ Parents/Guardians may choose At-Home or In-Person for their student. Both plans will use Google Classroom format and be held to the same standards. Choice may be changed at grading period.
- ▶ Students attending In-Person are encouraged to bring a device to school that supports Google Classroom.
- ▶ Students will be required to engage in HISD At-Home Learning Plan immediately following a campus/classroom shut down.
- ▶ At-Home Learning - For elementary, daily attendance is required; for secondary, daily attendance is required and will be taken per block/period.
- ▶ For students who choose At-Home Learning: students may NOT participate in UIL/extracurricular school activities, unless the practices and competitions can take place virtually and so long as they are meeting the grades and attendance requirements.

#### Communication

- ▶ Parents and staff will notify the campus nurse with positive Covid-19 cases.
- ▶ District teams will meet to determine next steps and the district team will communicate with stakeholders.
- ▶ Parents/Guardians will be notified of classroom/campus closures through information in Skyward. Phone and email should be kept up to date.

#### Cleaning

- ▶ Daily disinfecting measures taken by custodial staff.
- ▶ Disinfecting between classes when students change locations.
- ▶ When a positive Covid-19 case is reported, the classrooms of that staff/student will be cleaned completely within 48 hours; within 5 days the entire campus will have detailed cleaning.



## Feedback & Input: Surveys and Action Teams

In preparation for effective planning in each key area of work, it was critical to receive feedback from our families and staff regarding their preliminary intentions in regards to returning to school in person or virtually, as well as potential areas of technological needs. This data was then disaggregated and analyzed in an effort to plan for the fall with a lens of continuous improvement.

Families were surveyed during the month of July.

- ▶ **Family Survey - 3315 participants as of 7/16/2020 (p.m.)**

Currently Have A Computer at Home	75%
Computer Needs to Be Shared w/a Member of Household	56.7%
Home Has Internet	86.8%
Attending School In Person	84.3%
Attending School through At-Home Option	15.7%

- ▶ **Staff Survey - 232 participants as of 7/23/2020 (a.m.)**

In addition to the survey, breakout group opportunities were (or will be) established for further engagement allowing district administrators and teachers to give input via virtual work sessions in the following areas:

- ▶ **Remote Learning Student Expectations - Elementary**
- ▶ **Remote Learning Student Expectations - Secondary**
- ▶ **Campus Health & Safety Protocols**
- ▶ **Athletics**
- ▶ **Fine Arts**
- ▶ **Student Support Services**
- ▶ **Special Programs - GT, ESL, and Dyslexia**



## HALLSVILLE ISD Instructional Models 2020 - 2021

Expectation	Face to Face Learning (In Person Learning on Campus)	At Home Learning (Asynchronous Remote Learning)
Device	Students may bring to campus a personal device or apply for one to be checked out for in class and at home learning.	Students may use a personal device or apply for one to be checked out for remote at home learning.
Internet Service	Students will access HISD internet service.	Households will provide internet service, access HISD hotspots placed throughout the district or apply for a hot spot to be checked out to use at home.
Learning Management System	Students will access instructional materials and assignments through Google Classroom while also attending face to face instruction.	Students will access instruction, instructional materials and assignments through Google Classroom while learning remotely.
Daily Attendance	Attendance will be checked daily by the teacher and reported according to TEA guidelines.  Attendance is required.	In order to be counted present the student must adhere to the attendance procedure set forth by the teacher by logging into the classroom daily.  Attendance is required.
Submitting Assignments	Assignments will be submitted through Google Classroom and/or directly to the teacher as determined by the teacher.	Assignments will be submitted through Google Classroom.  There will be no paper assignments distributed nor will assignments be submitted through email or phone.
Grading	Grading policies as outlined in the HISD Student Handbook will be followed.	Grading policies as outlined in the HISD Student Handbook will be followed.
UIL/Extracurricular Participation	Students who meet eligibility requirements are eligible to participate.	Students participating in At Home Learning will not be eligible to participate in any extracurricular activities unless practices and competitions can be done virtually.
Instructional Support	Students will receive instructional support from the teacher in the classroom.	Students will receive instructional support through: <ul style="list-style-type: none"> <li>• Live online office hours through Google Meet</li> <li>• Feedback through Google Classroom</li> <li>• Email</li> </ul>



## Fall 2020: Instructional Information for Families

This fall, Hallsville ISD will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.

### **OPTION 1: Face to Face In Person Instruction**

### **OPTION 2: Asynchronous At Home Learning**

Regardless of learning environment, Hallsville ISD is committed to ensuring that students have an equitable experience and access to high quality instruction:

- ▶ Students will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teacher teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all students.
- ▶ Hallsville ISD will utilize the strategies and best practices associated with blended learning to design learning activities for all students.
- ▶ Learning experiences are designed to meet the needs and environment of the learner where they are.
- ▶ Students, regardless of learning environment, will engage in high quality learning experiences aligned to Texas Essential Knowledge and Skills.
- ▶ Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure, mandatory quarantine due to student/staff illness or county or state regulations, or other health diagnosis.
- ▶ Both the remote and face-to-face experience will utilize Google Classroom, provide similar expectations around coursework and follow the same grading guidelines.



## **FACE-TO-FACE LEARNING**

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- ▶ In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing Google Classroom.
- ▶ Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
- ▶ District-directed and campus-designed safety procedures will be implemented.
- ▶ Gr. 6-12 students will be assigned schedules based on their course selections made last spring.



## Hallsville ISD At Home Learning

Hallsville ISD At Home Learning is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize Hallsville ISD instructional resources and meaningfully connect with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

- ▶ Teachers will teach At Home Learning students in an asynchronous setting.
- ▶ In this setting, teachers will also provide instruction, learning resources and support through the use of Google Classroom.
- ▶ Parents will support students as a “learning coach” and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
- ▶ We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student is academically and socially-emotionally future ready.
- ▶ Teachers will utilize the same curriculum and district adopted instructional materials as students who attend face-to-face instruction and will design strategies for learning in the remote environment.
- ▶ Grading will be consistent with the guidelines and practices used in all face-to-face instruction.

**Remote Asynchronous Learning** is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Google Classroom. Synchronous learning opportunities may also be utilized when appropriate.

Hallsville ISD student expectations for *asynchronous* learning:

- ▶ Students will complete asynchronous activities assigned each day.
- ▶ Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- ▶ Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.
- ▶ Students are provided clear means to engage with academic material on a daily basis.
- ▶ Student IEPs are followed regardless of learning environments such that students with disabilities receive a Free and Appropriate Public Education (FAPE).
- ▶ Instructional materials include specifically designed resources and/or accommodations and modifications to support students with disabilities, English Learners, and Gifted Learners.
- ▶ Academic progress will be measured to inform instructional practice.
- ▶ Student feedback will be provided from their instructor at least weekly.



**Schedule for At Home Learning**

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind.

**Attendance for At Home Learning**

At home learning will not excuse a student from compulsory attendance; therefore, truancy rules still apply. Students are considered truant if they have 3 or more unexcused absences within a four week period or 10 or more absences in a six week period.

It is important that students understand that At Home Learning attendance is based on **daily** engagement, not solely the completion of assignments. State law [TEC §25.092](#) and Hallsville ISD Policy FEC ([Local](#)) and ([Legal](#)) still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

**Attendance for At Home Learning**

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ <b><u>Students are required to engage in learning each day.</u></b></li> <li>▶ This may be accomplished by logging in to Google classroom, submitting an assignment, or contact by phone or email with the teacher according to the teacher lesson plan for the week.</li> <li>▶ Elementary students (PK-5th) will be required to submit attendance daily via a google form in their Google Classroom.</li> <li>▶ Secondary students (6th-12th) will be required to submit attendance daily for each class period via a google form in their Google Classroom.</li> <li>▶ Students may not complete all the work for the week on Monday and not participate in learning the remaining days of the week. In this instance, the student would be counted “present” on Monday and “absent” for the rest of the week Tuesday – Friday.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Monitor student daily engagement.</li> <li>▶ Contact the teacher with questions/concerns.</li> <li>▶ Contact the campus attendance clerk if your student will not be engaged so they can properly document absence.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Attendance kept in Skyward management system.</li> <li>▶ Student engagement documented in lesson plans and syllabus.</li> </ul>

**At Home Learning Design for Grades PK-5**

*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.*

Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into some synchronous (live) times and some asynchronous times.

- ▶ Live Meetings may include activities such as:
  - Read alouds
  - Small group reading instruction
  - Number Talks
  - Community Circles/Check ins
  - Direct instruction by teacher (mini-lesson)
- ▶ Daily asynchronous assignments are to be completed independently. These may include activities such as:
  - Choice boards
  - Student self-selected reading and writing
  - Writing assignments
  - Independent practice

Teachers will design small group time to differentiate instruction. This will require teachers to set up small group instruction schedules for students. It will be vital for teachers and parents to openly communicate the schedules for the students.

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during the At Home Learning. Parents may be needed at home to assist their student with logging into Google Classroom, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

[Sample Gr. PK-5 Instructional Schedule](#)

### **At Home Learning Design for Grades 6-12**

Classes within this environment will follow the schedule of classes at the student's home campus. Hallsville ISD will structure the students' learning schedule to provide students with the opportunity to participate in synchronous and asynchronous learning.

Teachers will structure the instructional day to follow their campus bell schedule.

Within each course/subject, teachers will plan for students to participate in synchronous and asynchronous learning.

- ▶ All courses will be offered in both settings, including advanced level courses such as Honors and AP.
- ▶ Dual Credit classes are available in each learning environment.
- ▶ The following CTE courses may require face-to-face instruction throughout the grading period:
  - a. Welding
  - b. Practicum in Culinary Arts
  - c. Cosmetology
  - d. Practicum in Transportation
  - e. Process Technology
- ▶ Students in grades 6-12 choosing HISD At Home Learning will not be able to participate in on-campus classes for extra-curricular activities. They may participate if the activity and/or competition is held virtually.

[Sample Gr. 6-12 Instructional Schedule](#)

**Intervention and Enrichment for Remote Learning**

Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction. Teachers will communicate with students their plan for the designated time.

**Remote Learning Grading**

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. HISD At Home Learning courses that earn high school credit will count in GPA calculation and class rank as specified in HISD Board Policy.

**Special Education Support**

ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending the At Home Learning remote program. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.



## Instructional Roles & Learning Tools for Both Learning Environments

Although students may be learning in different environments, Hallsville ISD is committed to providing consistency in high quality instruction and learning tools for all students.

### INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

#### Preparation for Learning

##### Student

- ▶ Be prepared for learning each day and have work and assignments completed and ready.
- ▶ Complete coursework by deadline set by teachers.
- ▶ For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.

##### Parent

- ▶ Access parent resources to learn how students will navigate Google Classroom.
- ▶ For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before.
- ▶ For At Home Learning: Create a designated place in your home for your student to use as their remote classroom.
- ▶ Assist students with time management and goal setting.

##### Teacher

- ▶ Meet weekly with collaborative team to plan instruction for all students.
- ▶ Utilize the district curriculum documents and follow the scope and sequence provided by the academic services department.
- ▶ Upload instructional materials into Google Classroom.
- ▶ Be prepared to provide daily lessons.
- ▶ Take all materials and devices home each day in order to be prepared for possible school closure.

## Learning & Teaching Expectations

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments.</li> <li>▶ Participate in recorded or live synchronous virtual sessions as instructed by teachers.</li> <li>▶ Be organized in your work and in getting projects completed.</li> <li>▶ Ask questions and communicate with your teacher.</li> <li>▶ Be aware of what you should be learning each day.</li> <li>▶ Become familiar with the structure of Google Classroom and how your teacher organizes information.</li> <li>▶ Turn in assignments on time.</li> <li>▶ Practice digital citizenship.</li> <li>▶ Submit attendance for classes each day.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Access Skyward Parent Portal (grades 2-12) to view student grades.</li> <li>▶ Check your email daily for Google Classroom reports.</li> <li>▶ Check in with student(s) to monitor completion of homework and assignments.</li> <li>▶ Discuss your child's favorite part of their day and what they learned in school.</li> <li>▶ Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach.</li> <li>▶ Provide your child with assistance on their day-to-day activities with the exception of designated independent work.</li> <li>▶ Consider creating a designated learning/study space for your child at home to learn comfortably.</li> <li>▶ Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership.</li> <li>▶ Monitor and ask for evidence that your child is on track with assignments and coursework.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Teach students how to access learning materials through Google Classroom.</li> <li>▶ Provide recorded or live synchronous instruction and facilitate learning.</li> <li>▶ Manage online and offline resources to provide consistency and routines for students.</li> <li>▶ Provide clear learning goals for students.</li> <li>▶ Follow the expectations established across the district for Google Classroom.</li> <li>▶ Check student assignments in a timely manner and give feedback in verbal or written form regularly to provide next steps or necessary academic intervention/extension.</li> <li>▶ Post grades in a timely manner according to district grading guidelines.</li> </ul>

## Support and Intervention

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Attend intervention/tutorial sessions as assigned. This will be established by your teacher or school.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Allow your child to attend intervention/tutorial sessions as needed.</li> <li>▶ Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher.</li> <li>▶ Help your child own their learning. Provide support and encouragement and expect your children to do their part.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Classroom teachers - provide intervention or tutorial sessions as needed.</li> <li>▶ Intervention teachers - provide intervention to align with campus schedules and/or individual education plans.</li> <li>▶ Follow student IEPs / 504 accommodations in all learning environments.</li> <li>▶ Provide services for ESL and Gifted learners in all learning environments.</li> <li>▶ Use data to pinpoint students' specific needs for enrichment and intervention.</li> <li>▶ Monitor student progress with fidelity according to HISD policy.</li> <li>▶ Provide and communicate office hours or conference period for student/parent support.</li> <li>▶ Attend and participate in professional learning.</li> </ul>

## LEARNING TOOLS FOR BOTH ENVIRONMENTS

Information	Resources
<p><b>Device</b></p>	<p>Students needing a device will be loaned a Chromebook as needed to use in either learning environment based on availability. Please see section below titled “Technology” to apply for devices.</p>
<p><b>Instructional Platform</b></p>	<ul style="list-style-type: none"> <li>▶ All teachers, grades PK-12, will utilize Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year.</li> <li>▶ Google Classroom will use a similar structure by grade level in order to provide consistency for all students and classes.</li> <li>▶ Assignment submissions <b>for both environments:</b> When appropriate, student assignments will be submitted through online platforms to eliminate unnecessary contact and shared materials.</li> </ul> <p><a href="#">Google Classroom Summaries (for parents/guardians)</a></p>

Information	Resources
<p><b>Online Resources</b></p>	<ul style="list-style-type: none"> <li>▶ All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences.</li> <li>▶ Students will have access to online resources, textbooks and materials through Clever, the district’s single sign-on platform.</li> </ul> <p><a href="#">Textbook Resources</a></p> <p><a href="#">Clever Sign On</a></p>

<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>▶ Communicating with teachers:                     <p>All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions.</p> <p>Contact information will be provided at the beginning of each semester and posted in all Google Classrooms.</p> <p>Teachers will respond or set up a time to assist you within 24 hours.</p> </li> </ul>
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▶ Use of student email:

Students in grades K-12 will be provided a district managed email account and Google Drive beginning in the fall of 2020.

These accounts should be utilized for all communication directly between teachers and students.

**Technology**

Hallsville ISD recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. Hallsville ISD is preparing for At Home Learning and possible school closures due to COVID-19 as follows:

- ▶ Learning devices and/or WiFi hotspots will be provided as needed based on availability. For more information please see the [HISD Device Request Form](#).
- ▶ Applications showing need must be submitted.
- ▶ No deposit is required.
- ▶ Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained.
- ▶ Relevant notifications, instructions, procedures, policies and processes are available on the [Hallsville ISD website](#).
- ▶ Students are encouraged to bring personal devices for face to face instruction in order to utilize google classroom during the instructional day.
- ▶ Some personal devices may not have the capabilities of supporting all necessary google aspects. Parents should use the [BYOD Compatibility Guide](#).





## Return to School Protocols

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Following are the return to onsite work protocols for Hallsville ISD campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Hallsville ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, Hallsville ISD expects all employees, students and families to rigorously follow these practices.

### **Preparation for the Opening of School**

Hallsville ISD will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening and ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, Hallsville ISD will implement health and safety plans that include:

- ▶ Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
  - ▶ Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
  - ▶ Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies
  - ▶ Providing communication of procedures and expectations upon entering facilities and throughout buildings
-

## Protocols for Screening and Isolation

### General

All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

### Screening Protocols

- ▶ HISD will require teachers and staff to **self-screen** for COVID-19 symptoms before coming onto campus each day. The self- screening should include teachers and staff taking their own temperature.
- ▶ A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school.
  - Parents will need to take their child’s temperature daily. Additional screening may be conducted during the school day.
- ▶ Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met.
- ▶ Staff and students **may not enter** campuses or district buildings and **will notify** the campus nurse **if any** of the following apply. The individual is:
  - a. Sick or has been sick in the past 14 days.
  - b. Symptoms to watch for:
    - fever (100° F or higher)
    - Cough
    - shortness of breath/difficulty breathing
    - Chills
    - muscle pain
    - Headache
    - sore throat
    - new loss of taste or smell.
  - c. Has a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
  - d. Has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
  - e. Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
  - f. Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations.](#)
- ▶ Staff will monitor students and refer them to the nurse if symptoms are present.

### **Isolation Protocols**

- ▶ For students displaying symptoms of COVID-19 or feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- ▶ Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian. Parents should have emergency contacts updated in Skyward and a pick up plan ready for these situations.
- ▶ Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the classroom can be disinfected.
- ▶ 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.

### **Notification for Positive COVID-19 Cases**

- ▶ If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- ▶ District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.

### **Return to Campus after Suspected or Positive for COVID-19**

- ▶ Students and staff who have tested positive for COVID-19 will be permitted to return to school when:
  - They are 24 hours fever-free without using fever-reducing medication;
  - Improved symptoms (cough, difficulty breathing, etc.);
  - 10 days have passed since symptoms began.
- ▶ Students and staff who have symptoms that could be COVID-19 and who have not been evaluated by a medical professional or tested for COVID-19, such individual is assumed to be positive for COVID-19 and may not return until completing the three steps above.
- ▶ Students and staff who have symptoms that could be COVID-19 that want to return to school before completing the above stay at home period must either:
  - Obtain a note from a medical professional clearing the individual to return based on an alternate diagnosis, or
  - Receive negative results for COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

## Student/Employee Process Chart

Situation	Next Step(s)	Return Criteria
Student/Employee is Positive for Covid-19	Notify campus nurse	You may return to a Hallsville I.S.D. campus once <b>all three of the following criteria are met:</b>  1) at least one day (24 hours) has 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.
Student/Employee has symptoms PRIOR to coming to school and/or is awaiting Covid-19 test results	Stay home and consult a medical professional.  Notify campus nurse  Members of the household should stay home until the <u>symptomatic student is cleared</u> for return.	<b>Option One:</b> Follow the 3 steps listed above  <i>OR</i>  <b>Option Two:</b> Obtain a medical professional's note clearing you for return based on an alternative diagnosis.  <i>OR</i>  <b>Option Three:</b> Obtain an acute infection test at an approved testing location ( <a href="https://tdem.texas.gov/covid-19/">https://tdem.texas.gov/covid-19/</a> ) that comes back negative for COVID-19. The results of the send off test will fulfill this option.
Student/Employee has symptoms AFTER coming to school and is sent home by the school nurse.		
Someone at home has symptoms and/or is awaiting Covid-19 test results	Notify campus nurse  Household members should stay at home until Covid-19 can be ruled out by a medical professional.	Household members will be allowed entry based on the criteria above being met by the symptomatic family member.
Student/Employee came in "close contact" with a confirmed Covid-19 positive	Notify campus nurse  Contact a medical professional for further guidance.	Student/Employee is quarantined at home 14 days from the last day of exposure to the person that is positive.  There is no opportunity for early re-entry.
Someone at home is positive for Covid-19		
Someone at home came in "close contact" with a confirmed Covid-19 positive	None	If household member is not symptomatic, Student/Employee may come to school.

To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

**Employee Only: notify direct supervisor and Amy Whittle in each scenario**

*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.*

## Protocols for Personal Protective Equipment

Students PK-12 and staff are required to wear face coverings during school hours. This requirement is subject to change.

- ▶ 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.
  - ▶ Staff and students will appropriately wear face coverings at all times.
  - ▶ Students will wear face coverings in hallways, common areas and during arrival and dismissal.
  - ▶ It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities.
  - ▶ Students will not be required to wear face coverings while eating and every effort will be made to keep students distanced 6 feet apart.
  - ▶ Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
  - ▶ Additional protective equipment will be provided to school nurses for use in the clinic.
  - ▶ Families will be responsible for the supply and daily cleaning of the face covering.
  - ▶ ***The district reserves the right to require students and staff to wear face coverings daily. Please see the consequences of not wearing a face covering.***
  - ▶ Consequences of not wearing a face covering:
    1. Verbal warning and Student will be given a face covering (non-medical grade disposable face mask or full-face shield depending on developmental appropriateness). Parents will be emailed.
    2. Verbal warning and Student will purchase a face covering from the school or wear one from home. Parents will be contacted by a campus administrator.
    3. Student will be assigned to HISD At-Home Learning for the remainder of the grading period (balance remaining of 9-week period)
-

## Protocols for Campus Visitors

### Visitor Screening/PPE Requirements

- ▶ Schools systems should restrict visits in schools to only those essential to school operations.
- ▶ HISD Visitors

At this time, visitors are NOT allowed on campus unless they are essential to school operations.

Essential visitors are:

- Volunteers
  - Only 1 parent volunteer at a time in any space
  - Volunteers are limited to spaces without students
- Dual Credit instructors
- Vendors and Service Providers
- Therapists contracted by the district (OT, PT, etc.)

All individuals entering the building will be required to wear face coverings.

Deliveries (lunches, backpacks, instruments, birthday cupcakes etc.) will not be allowed for the first marking period and this policy will be revisited each nine weeks.

All visitors will be subject to screening by way of a symptom screening form before entering any Hallsville ISD facility.

Late Arrivals/Early Check Out

- Parents should call the campus office upon arrival and park in a reserved spot.
- Standard protocol followed with “no touch” guidelines.

Visitors are not allowed beyond the reception area and should stand behind the shield guard installed at reception desks.

Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc.

If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.

Visitors will have access to hand washing and/or sanitizing stations and should utilize upon entering.

## Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

### Hand Washing/Sanitizing Expectations

- ▶ Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- ▶ Paper towels will be provided near all doors to use for all high-touch areas.
- ▶ Staff and students will be expected to regularly wash or sanitize their hands.
- ▶ Requirement for hand washing and/or use of Hallsville ISD-provided hand sanitizer:  
Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.  
Habitual and thorough hand washing after recess, before eating and following restroom breaks.

### Disinfecting Expectations

- ▶ Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects between uses.
  - ▶ Staff will limit the use of shared supplies when possible.
- 

## Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

### Daily Campus Cleaning

- ▶ Each classroom and restroom will be cleaned and disinfected.
- ▶ All high-touch areas will be disinfected throughout the day.
- ▶ Custodians will be expected to wear PPE (masks and gloves) during work hours.
- ▶ Cafeterias will be disinfected between lunch periods.
- ▶ Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

### Restrooms

- ▶ Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.
- ▶ The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- ▶ Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

## Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- ▶ All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- ▶ Classes/grade levels will sign up to reserve common areas.
- ▶ Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- ▶ When visiting offices, please stand behind the shield guard.
- ▶ Elevators will be used only by students and staff with a physical impairment or the need to move large/heavy equipment. No more than 2 people at a time will ride and face coverings are required.
- ▶ There will be procedures for students to sanitize their spaces before and after usage.
- ▶ Number of students in a common area will be based upon social distancing practices.
- ▶ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- ▶ The use of virtual meetings/videoconferencing is preferred when possible, including PTA meetings, ARDs, LPAC, booster club meetings and events.
- ▶ When necessary, administration must create a plan for PTA/booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- ▶ If meetings must be held in person, all social distancing protocols will be implemented:
  - Facial coverings
  - Six-foot social distancing when possible
  - Limiting the sharing of materials/supplies

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## Protocols for Positive COVID-19 Cases on Campus

- ▶ If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.
- ▶ Custodial staff will disinfect classrooms, restrooms, athletics, fine arts areas and all additional areas throughout the school facility.





## Campus Health & Safety Protocols

### Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. This includes the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

#### Safety Training for Protocols & Procedures

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Students will participate in training specific to newly adopted health and safety protocols.</li> <li>▶ All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ If a student is experiencing symptoms they need to immediately notify a teacher.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.</li> <li>▶ All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.</li> </ul>

## School Arrival & Dismissal

**Arrival:** When possible, separate entrances will be utilized for car riders, bus riders, walkers and daycares. Staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to the designated areas set by each campus. Parents will not be allowed to walk students to classrooms.

**Dismissal:** Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade level will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. Separate exits will be utilized for car riders, bus riders, walkers and daycares.

Transportation changes **must** be communicated with campuses no later than 2:00 pm.

Parents may not check students out after 3:00 without prior approval from a campus administrator.

## BUS TRANSPORTATION

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed.

### Transportation COVID-19 Protocol: Parent Information

The Hallsville ISD Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation. Bus routes will run at regular capacity. Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop students off, carpool or walk with their student to school to reduce possible exposure on buses. ***We are requiring all of our drivers and students to wear masks while on the school bus.***

### General Education/Special Needs/Shuttle Loading and Unloading Procedures

#### Bus Stop Expectations

- ▶ Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
- ▶ Students should NOT share food, drinks or personal devices.

#### Morning Boarding Bus Procedures

- ▶ Students should practice social distancing as they approach and board the bus.
- ▶ Use hand sanitizer (provided near the bus stairwell).
- ▶ Seating: Students will be seated starting from the back seats, then toward the front.  
Considerations for siblings & younger students mixed with older students
- ▶ Bus in motion rules: Standard Hallsville ISD bus rules apply.
- ▶ Students should NOT share food, drinks or personal devices.

#### Unloading at Campus

- ▶ Unloading will start from the front to the back.
- ▶ Use hand sanitizer (provided near the bus stairwell).
- ▶ Students should practice social distancing and follow campus guidelines.

#### Afternoon Campus Boarding Bus Procedures

- ▶ Students should practice social distancing as they approach and board the bus.
- ▶ Use hand sanitizer (provided near stairwells).
- ▶ Seating: Students will be seated starting from the back seats then toward the front.  
Considerations for siblings & younger students mixed with older students
- ▶ Bus in motion rules: Standard Hallsville ISD bus rules apply.
- ▶ Students should NOT share food, drinks or personal devices.

#### Unloading at Bus Stop

- ▶ Unloading will start from the front to the back.
- ▶ Students should practice Social Distancing and avoid gathering in groups of 10 or more.
- ▶ Students should NOT share food, drinks or personal devices.

**Disinfecting Protocol**

**Between each AM & PM Campus drop-off**

- ▶ School bus drivers, bus assistants and staff will be spraying and wiping down seats and high-touch items with disinfecting spray.
- ▶ Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs and stairway handrail.
- ▶ When possible, bus windows will be open to allow outside air to circulate in the bus.

**Bus Arrival & Dismissal**

<b>Student</b>	<p><b>Arrival</b></p> <ul style="list-style-type: none"> <li>▶ Students will load and unload the bus at staggered times at the direction of the bus driver.</li> <li>▶ As students depart from the bus, they should immediately walk into the building and designated area for morning arrival.</li> <li>▶ Students will not congregate with other students after exiting the bus.</li> <li>▶ Students should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.</li> </ul> <p><b>Dismissal</b></p> <ul style="list-style-type: none"> <li>▶ Students will wait in a designated "pre-loading" area for each bus to arrive.</li> <li>▶ Students will load onto the bus at staggered times at the direction of the bus driver.</li> <li>▶ Students will maintain current social distance guidelines while loading and unloading.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ When possible, parents should help with student supervision at the bus stop for both AM and PM routes.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks and direct students to waiting areas.</li> <li>▶ Staff will ensure social distancing during arrival and dismissal.</li> <li>▶ During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.</li> </ul>

**Walkers**

*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.*

<b>General</b>	<ul style="list-style-type: none"> <li>▶ PK-3 must be escorted by a parent all the way to the front door.</li> <li>▶ 4-8 must have a note on file stating that they may walk home.</li> <li>▶ May not park and walk.</li> </ul>
<b>Student</b>	<ul style="list-style-type: none"> <li>▶ It is recommended that walkers keep social distance and use a face covering while walking to and from school.</li> <li>▶ As much as possible students will be asked to avoid large groups or gatherings with other students on the campus before or after school.</li> <li>▶ Students will be asked to immediately leave campus and begin walking home at the end of the school day.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of social distancing.</li> <li>▶ Parents should follow campus guidance on how to pick up their child.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff supervises student arrival and dismissal, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students.</li> <li>▶ Teachers will assist in monitoring students to discourage large groups from congregating.</li> </ul>
<b>Car Pool</b>	
<b>Student</b>	<ul style="list-style-type: none"> <li>▶ As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.</li> <li>▶ Students will need to be able to exit independently.</li> <li>▶ Students will remain at a social distance while waiting to be picked up in the carpool area. Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents should assist their own child with exiting their boosters/car.</li> <li>▶ Parents should follow pick up protocols regarding how to pick up their child.</li> <li>▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff supervises student arrival, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students.</li> <li>▶ Staff will only be allowed to volunteer with the opening/closing of car doors.</li> <li>▶ Assigned staff supervises student dismissal, directs students to waiting areas and encourages that students maintain desired social distance between students.</li> </ul>

### Bike Rack

- |                |   |
|----------------|---|
| <b>Student</b> | <ul style="list-style-type: none"> <li>▶ Students will use every other space in the bike rack to keep distance when arriving at school.</li> <li>▶ Students will immediately leave campus and begin riding their bike home at the end of the school day.</li> <li>▶ Students are not to congregate in large groups with other students on the campus when dismissed from school at the end of the day.</li> <li>▶ It is recommended that students keep social distance while riding their bike home.</li> </ul> |
| <b>Parent</b>  | <ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of social distancing.</li> </ul>   |

### General Building Arrival

- |                      |  |
|----------------------|--|
| <b>Student</b>       | <ul style="list-style-type: none"> <li>▶ Wash hands or use hand sanitizer upon arrival.</li> <li>▶ Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.</li> <li>▶ Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.</li> <li>▶ It is required that students and staff wear masks when entering the building and waiting in the designated waiting area.</li> <li>▶ Students should choose seats that have empty space (seats) empty in between seats.</li> <li>▶ Students are expected to stay seated until they are dismissed by a staff member.</li> <li>▶ Students can utilize the bathroom, but the number of students that enter will be limited to the number of stalls contained in the restroom. Students must observe social distancing.</li> <li>▶ Students must wash hands after leaving. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.</li> </ul> |
| <b>Parent</b>        | <ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.</li> <li>▶ Parents are expected to provide their own PPE for their child. Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.</li> </ul>   |
| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Campus staff will be required to complete the self-screening questions daily.</li> <li>▶ Staff members will be assigned to supervise students for morning arrival and afternoon dismissal.</li> </ul>   |

- ▶ Staff are required to have masks on when entering the building and ensure that students are wearing masks in the hallways and in classrooms.
- ▶ Staff will dismiss student cohorts using staggered student release into halls from these areas.

## Cafeteria - Breakfast and Lunch

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms, the library or other large areas within the school building.

Teachers will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms. Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Microwaves will be available 6-12 but students will need to sanitize before and after use due to the opportunity for cross contamination with a high-touch device. Hand sanitizing stations will be available at entrances and exits of the cafeteria. Meals may be packaged as “grab and go” to ensure ease of pick up and transport to eating location.

### Seating & Directions

- |                |  |
|----------------|--|
| <b>Student</b> | <ul style="list-style-type: none"> <li>▶ Students will be expected to follow campus guidelines for cafeteria procedures.</li> <li>▶ Students will be seated according to a seating plan for students consistent with social distancing guidelines</li> <li>▶ All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.</li> <li>▶ Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.</li> <li>▶ Students should NOT share food, drinks or personal devices.</li> </ul> |
| <b>Parent</b>  | <ul style="list-style-type: none"> <li>▶ At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.</li> <li>▶ Parents are encouraged to speak to their children about safety protocols and social distancing.</li> <li>▶ Parents are asked to read and be familiar with all school communication regarding health and safety protocols.</li> <li>▶ Parents should talk to their students about COVID-19 symptoms and prevention strategies.</li> </ul>  |

- ▶ Parents choosing at home learning should be prepared to provide meals at home for their child. “Grab and go” lunches will be available for those that apply and qualify for free and reduced lunches after the first week of school.

### **Teacher/Staff**

- ▶ Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.
- ▶ A seating plan for students will be followed for social distancing.
- ▶ Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.
- ▶ A seating plan for students will be followed for social distancing.
- ▶ Teachers will monitor students while in the cafeteria to ensure social distancing.
- ▶ Staff will maintain consistent cohorts for “in person” lunches.

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## **Standard Classroom Procedures**

Classroom protocols and procedures will include expectations regarding:

- not sharing school supplies
- adhering to social distancing
- no or limited group work
- hand washing or sanitizing

Teachers will ensure high-touch areas in the classroom are disinfected between classes. Each classroom will be outfitted with the following:

- ▶ Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- ▶ Refillable alcohol-based hand sanitizer stations.
- ▶ Access to disinfectant to sanitize working surfaces.
- ▶ Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- ▶ Technology should be utilized when students are involved in collaborative work.
- ▶ Group or pair work can be implemented while maintaining physical distancing.
- ▶ In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
- ▶ In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- ▶ The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.

## **Classroom Training**



- Student**
- ▶ Students should wash their hands or use hand sanitizer upon entering each classroom.
  - ▶ Students will participate in training specific to newly adopted health and safety protocols.

- Parent**
- ▶ Parents are asked to read all school communication regarding health and safety protocols.
  - ▶ Parents should talk to their students about COVID-19 symptoms and prevention strategies.
  - ▶ Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Parents should notify the school nurse and seek guidance from their primary care physician.

- Teacher/Staff**
- ▶ Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway.
  - ▶ Teachers will receive training to deliver classroom lessons on health protocols.

### Classroom Setup

- Student**
- ▶ Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
  - ▶ Students will avoid sharing school supplies and will sanitize shared items after each use.
  - ▶ Students are encouraged to bring their own technology (tablets, laptops, etc) if possible to minimize the sharing of electronic devices.
  - ▶ Students that want to use hand sanitizer should use it at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class.

- Teacher/Staff**
- ▶ Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement.
  - ▶ Teachers will post signs with clear class protocols that are consistent with school-wide and CDC guidelines.
  - ▶ Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
  - ▶ Teachers will create assigned seating arrangements to ensure social distancing. Consistent with TEA guidance, all student desks should face the same direction.
  - ▶ Teachers will create systems to limit the sharing of items (school supplies, technology, etc.).
  - ▶ Teachers should clean shared supplies after each use by student.

- ▶ When possible, technology can be utilized when the use of manipulatives is needed. Teachers will consider assigning cohorts of students specific manipulatives in order to reduce the possibility of exposure or consider creating individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.
- ▶ Teachers should clean areas used by students after each class period or develop systems for student cleaning, as developmentally appropriate.
- ▶ Remove blankets, pillows, and other shared non-essential items from the classroom.
- ▶ While in the classroom, brain breaks and “face covering breaks” will be implemented as needed, at the discretion of the campus/teacher. Face covering breaks will happen when social distancing can be achieved.

**Specialized Classrooms**

- ▶ When appropriate, students will be provided face shields instead of facemasks for safety when there is an increased risk of burn or injury.
- ▶ Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.
- ▶ Procedures and protocols will be put into place to address locker rooms by maintenance and operations. Protocols will be in place for disinfecting of equipment, students changing clothes, students showering, distancing of students, etc.
- ▶ Career and Technical Education classes will follow industry-based safety guidelines as appropriate to the equipment and course content.
- ▶ Special education classrooms, intervention rooms, and service locations may have additional protective barriers in place to support a safe environment for our students.

**Classroom Arrival**

**Students**

- ▶ After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
- ▶ Students should avoid touching high-touch areas if possible.

- Teacher/Staff** ▶ Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.

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## Water Fountains

Mitigate the use of water fountains.

### Water Fountain Usage

- |                      |   |
|----------------------|---|
| <b>Student</b>       | ▶ Students are expected to bring their own reusable water bottle for use throughout the day and will be expected to take water bottles home to be cleaned on a daily basis.   |
| <b>Parent</b>        | ▶ Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.<br>▶ Water bottles should be non-glass material with a removable lid.<br>▶ Parents are asked to assist students, as needed, to clean water bottles on a daily basis. |
| <b>Teacher/Staff</b> | ▶ Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains.<br>▶ Monitor that students take water bottles home to be cleaned.   |

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## Recess/Playground

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized. Small groups of students may play together, but need to keep personal spacing. Teachers can also lead structured games that take into account social distance protocols.

### Guidelines for Outdoor Play

- ▶ Students will wear masks to and from outdoor activities. Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
- ▶ All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.

## Elementary Specialized Classrooms/Areas

### Elementary Specials

#### Music

- ▶ Appropriate social distancing measures will be followed.
- ▶ Music equipment will be sanitized and wiped down after each use.

#### Computer

- ▶ Appropriate social distancing measures will be followed.
- ▶ Equipment will be sanitized and wiped down after each use.
- ▶ Students should have their own earbuds or headphones for daily use.

#### PE

- ▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- ▶ Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment will be avoided.
- ▶ PE equipment will be disinfected and wiped down after each use. Students should disinfect equipment after each use where developmentally appropriate.
- ▶ Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- ▶ Students should avoid touching their face at all times, but especially while playing games.
- ▶ Sanitizing areas and access to handwashing will be provided.
- ▶ If enrolled in a PE class, students should bring tennis shoes to participate in class activities.

#### Art

- ▶ Students will use their own art supplies and avoid sharing equipment, utensils and supplies as much as possible.
- ▶ Students should complete cleaning protocols and sanitize their areas in between use.
- ▶ Art equipment will be sanitized and sprayed down after each use.

#### Library

- ▶ Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.
- ▶ Students and staff will wash/sanitize hands upon entering and after visiting the library.
- ▶ High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.
- ▶ Occupancy will be limited.

## Secondary Specialized Classrooms & Extracurriculars

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from HISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

Students opting for the HISD At-Home learning environment will **NOT** be permitted to participate in any extracurricular (UIL or non-UIL) unless the activity/competition takes place virtually.

All students will communicate with Athletic Trainers, Coaches, Directors or Instructors to notify them of any exposure or positive tests.

### Secondary Specialized Classrooms and Extracurricular Programming

#### Physical Education

- ▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- ▶ Any activities bringing students into close physical 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 limit social distancing.
- ▶ Equipment will be disinfected after each use.
- ▶ Activities requiring multiple students to touch or handle the same equipment will be avoided.
- ▶ Sanitizing areas and access to handwashing will be provided.

#### Athletics

- ▶ Practices and contests will follow protocols established by UIL, TEA and Hallsville ISD. In-season and off-season activities will follow the most current guidelines available.
- ▶ Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).
- ▶ Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.
- ▶ Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.
- ▶ Athletic equipment and uniforms will be issued to athletes. These items will be taken home each day and not left in their athletic locker. Practice uniforms will be laundered at home. Game issued uniforms will be laundered at campus with coaching staff following proper protocols.

- ▶ Equipment used during practices will be sanitized frequently during practice sessions.
- ▶ Athletic areas will be frequently disinfected during the week with an electrostatic misting tool.
- ▶ Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
- ▶ Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL and/or TEA. This may also impact ticket sales and seating configurations.
- ▶ Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable).
- ▶ Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
- ▶ Water breaks will occur in small groups while using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers, such as volleyball and basketball, may bring their own reusable water bottle clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.

#### **Cheer/ Drill Team**

- ▶ Practices and performances will be conducted following safety protocol provided by guidance from HISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.
- ▶ Students are expected to maintain social distancing in all activities and should avoid congregating in groups.
- ▶ Students will enter the locker room to change on a staggered schedule.
- ▶ Students will be asked to wash or sanitize their hands before and after class.
- ▶ Equipment, such as ballet barres, will be disinfected/wiped down after each class period by the dance teacher.
- ▶ During center work and across the floor drills, dance students should maintain at least 6 feet apart, but preferable 8-10 ft. between each other.
- ▶ Dance, cheer and drill team students will be encouraged to bring their own water bottle (if allowed by the campus) and a personal towel to wipe perspiration.
- ▶ Cheer and Drill Team students will not share equipment/props (i.e. pom poms, megaphones, etc.)
- ▶ Students will be encouraged to wear appropriate dance attire and will rotate through the dressing rooms in small groups to change before/after class. If a student isn't comfortable using the shared dressing room space, they can participate in class while wearing the clothes they wore to school.
- ▶ Students will be required to wear a mask. Students will be asked to bring their own.

**Fine Arts**

- ▶ Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., HISD, TEA, UIL, etc.).
- ▶ Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., HISD, TEA, UIL, etc.)
- ▶ Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., HISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- ▶ All fine arts performances will be streamed online when possible.
- ▶ Booster club meetings should be held virtually to minimize outside exposure to campuses.

**Computer**

- ▶ Appropriate social distancing measures will be followed.
  - ▶ Equipment will be sanitized and wiped down after each use.
  - ▶ Students should have their own earbuds or headphones for daily use.
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## School Events and Activities

### Guidelines for School Wide Events/Activities

- ▶ Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice.
- ▶ Administration will follow all HISD, UIL and CDC guidelines in regards to games, practices, etc.
- ▶ Campus club meetings, PTA, Boosters, etc. 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.
- ▶ Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.

## On- and Off-Campus Student Activities

### On/Off Campus Activities, Field Trips & School Wide Events

#### On-Campus Activities

- ▶ PTA events and fundraising information is pending.
- ▶ After school club information is pending.
- ▶ No in-person assemblies will be held in the fall.
- ▶ Meet the teacher, open house, parent conferences, etc. will be held virtually.

#### Field Trips

- ▶ Virtual field trips will be considered as often as possible.

#### Off-Campus Activities

- ▶ Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.
- ▶ Student participation in academic contests (Math and Science Team, UIL Academic Meets) will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, HISD, TEA, the UIL, etc.).
- ▶ Special Education Community Based Instruction (CBI) guidance will be followed to ensure these learning environments are available to our students per ARD/IEP recommendations.

#### School Wide Events

- ▶ School wide events will be live streamed and/or occur virtually when possible.
- ▶ Campus club meetings, PTA, Boosters, etc. 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.

*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.*



## Hallways and Lockers

### Classroom Transitions, Hallways & Lockers

#### Elementary

- ▶ Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ Where possible, one-way traffic throughout campus corridors will be established.
- ▶ In two-way halls, students are expected to stay to the far right of the hall when walking.
- ▶ For grade levels that group students into homeroom classes (PK-5), students will remain with their homeroom class in transitions. Students will have the same cohort of classes when they attend larger settings (PE, lunch, etc.).
- ▶ Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

#### Secondary

- ▶ Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- ▶ To prevent congregating during transition times, students will not be assigned an academic locker. Students will be permitted to bring backpacks to class.
- ▶ Releases from each class will be organized to limit the number of students in the hallway during transitions.
- ▶ In two-way halls, students are expected to stay to the far right of the hall when walking.
- ▶ Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.
- ▶ Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- ▶ Students should immediately report to their next class and not congregate in the hallway.

## Emergencies and Drills

Hallsville ISD will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate and Shelter.

*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.*

## Emergency Evacuation Protocols

- ▶ Administration will implement a protocol to stay on the drill schedule while maintaining social distance.
  - ▶ Face coverings need to be worn during drills PK-12.
  - ▶ An administrator will provide instructions via intercom prior to drill, notifying staff and students that a drill is commencing and that one designated group will delay exiting their classroom for a specific period of time (60 to 90 seconds, as determined by the principal) in order to allow social distancing by reducing pedestrian load in hallways and exit points. At the conclusion of the drill, groups will stagger their re-entry to the building to maintain social distancing.
    - Note:** this process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
  - ▶ Actual Emergencies: Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.
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## Cleaning/Sanitizing/Disinfecting Agents

### Cleaning-Sanitizing-Disinfecting Agents used by Hallsville ISD Custodial Services

- ▶ **Clorox 4 in One Disinfectant, Clorox Hydrogen Peroxide Disinfectant, Vital Oxide, Hillyard QT 3 (all of these are COVID-19 Rated):**

Primary use is for cleaning and sanitizing horizontal and vertical surfaces:

- Student desks, classroom work areas
- Cafeteria tables
- Handrails
- Countertops
- Push-bars on doors
- High-touch items

- ▶ **NABC Disinfectant Bathroom Cleaner:**

Primary use is for bathroom floors, stalls/partitions, urinals and toilets.

- ▶ **Damp Mop and Clean by Proxy 4D:**

Used for mopping and auto-scrubbing of non-carpeted, non-restroom floors (VCT and concrete flooring):

- Hallways, cafeteria, clinic