



# COVID 19 PREPAREDNESS PLAN

Edgewood ISD provides an exceptional learning experience that engages, empowers and prepares student to compete and reach their highest potential in an ever-changing world.

**2020 - 2021**



## COVID 19 PREPAREDNESS PLAN

Edgewood ISD is committed to providing a safe and healthy learning and work environment for all our students, parents and staff. We have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our schools, facilities, and community, which then requires full cooperation among all our employees, students, and parents. Only through this cooperative effort, we can establish and maintain the safety and health of all in Edgewood ISD.

The District Safety & Health Committee has spearheaded the development of this plan and current members include:

- Deputy Superintendent – Phillip Chavez
- Assistant Superintendent – Dr. Kimberly Madkins
- Public Information Officer – Keyhla Calderon Lugo
- Executive Director of Operations – Elvis Williams
- Executive Director of Business and Finance – Jose Keubke
- Senior Director of Academic Services – Leticia Rodriguez
- Senior Director of CCMR – Chriselda Bazaldua
- Director of Instructional Technology - Kim Jett-Gonzalez
- Director of Student Support Services - Judith Gamez
- Director of Special Education – Jose Hinojosa
- Transportation Director – Martin Molina
- Child Nutrition Director – Roxanne Ruiz
- Nurse Coordinator – Jennifer Milla, RN
- School Leadership Coordinator – Nicole Cannon
- Family Engagement Coordinator – George Garnica
- Physical Plant Services Coordinator – Ernesto Cantu
- Facilities Support Coordinator – John Rodriguez
- Risk Manager – Daphene Carson
- Safety Officer – Sgt. Veronica Riffle

This document is subject to change due to guidance from city, county, state and federal guidelines.

**Edgewood ISD COVID-19 Hotline, 210-241-2645.**

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## COVID-19 Employee Protocols

- A face covering must be worn upon entering an EISD building and in any situation where social distancing of 6 feet cannot be maintained. If such distancing is not feasible, other measures such as hand hygiene, cough etiquette, cleanliness, sanitation, must be rigorously practiced in addition to wearing a face covering.
- Gloves should be worn when handling materials that may be contaminated, such as when collecting equipment, uniforms, etc.
- Frequently clean and disinfect all regularly touched surfaces.
- Building access to facilities, such as Human Resource, PIEMs, Emma Frey should be by appointment. EISD will follow Texas Education Agency recommendations which are evolving for the percentage of individuals allowed on site at any one time. Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

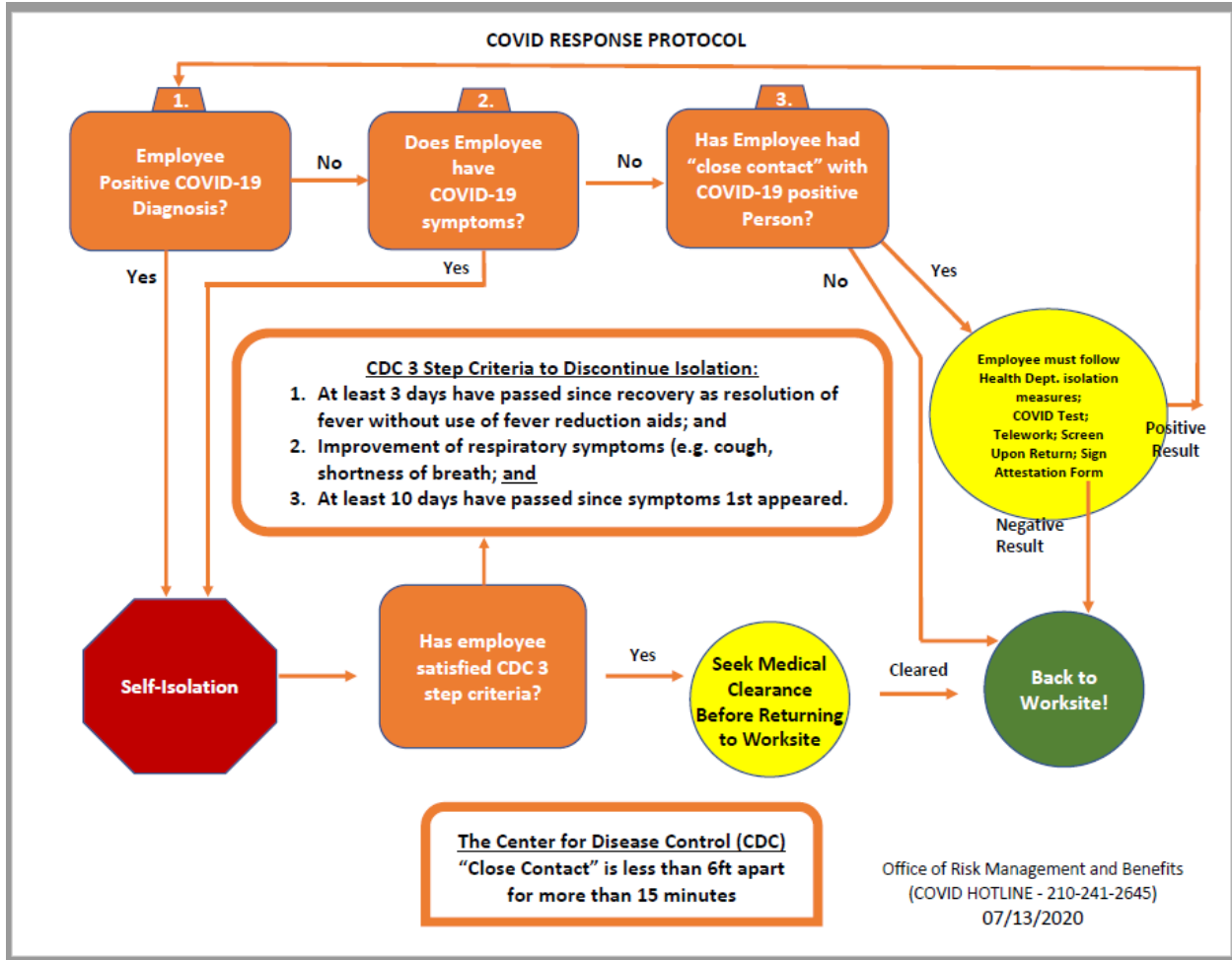
1. Employees must be familiar with and follow Edgewood ISD COVID-19 Employee Protocols. (Fig. 1)
2. Employees should self-screen before going into work for any of the following new or worsening signs or symptoms of COVID-19:
  - Cough
  - Difficulty breathing (shortness of breath)
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
  - Known close contact with a person who is lab confirmed to have COVID-19
3. Employees should self-screen upon any entry to EISD facility or school for COVID-19 symptoms prior to coming to work each day. A sample of the self-screening tool will be provided by the Office of Risk Management and Benefits.

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4. Anyone with COVID-19 symptoms and/or a temperature  $\geq 100.0^{\circ}\text{F}$  will be sent home after notifying the Office of Risk Management and Benefits.

A flowchart on COVID Response Protocol Flowchart is shown in Fig. 1.

Fig.1



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**COVID STEP-BY-STEP PROTOCOL**

Employee Tests Positive for COVID-19	<ol style="list-style-type: none"> <li>1. Identify any persons having “regular or close contact” with the affected person;</li> <li>2. Contact Health Department;</li> <li>3. Send out notification letters;</li> <li>4. Persons having regular or <b>close contact</b> with the affected person are “potentially exposed”. Prior to return to work site, employer should require potentially exposed employees to: <ul style="list-style-type: none"> <li>• Undergo testing for COVID-19</li> <li>• Quarantine for 14 Days /telework if available</li> <li>• Screening for COVID-19 symptoms upon return</li> <li>• Signed Attestation Form upon return to work</li> </ul> </li> <li>5. Require employee to self-isolate until CDC conditions satisfied. <ul style="list-style-type: none"> <li>• See Flowchart Center Box (CDC 3 Step Criteria)</li> </ul> </li> </ol>
Employee With COVID-19 Symptoms	<ol style="list-style-type: none"> <li>1. Require employee to self-isolate until following conditions satisfied: <ul style="list-style-type: none"> <li>• See Flowchart Center Box (CDC 3 Step Criteria)</li> </ul> </li> <li>2. If individual with COVID-19 symptoms wants to return to work without completing the self-isolation period, the individual must obtain clearance from a medical professional clearing the employee to return to the worksite.</li> </ol>
Employee Living With Someone w/ COVID-19 Symptoms or Living With Someone Who has Tested Positive	<ol style="list-style-type: none"> <li>1. Employee should self-isolate/quarantine (<i>whether they test positive for COVID-19 or not</i>) prescribed by health authorities; telework if available; tested; screened upon return to work site and required to complete the attestation form.</li> </ol>

Office of Risk Management and Benefits  
(COVID HOTLINE - 210-241-2645)  
07/13/2020

5. Employees will report to their immediate supervisor and Office of Risk Management if they are sick or experiencing symptoms by first reporting to the school nurse, if available, or to their immediate supervisor **while at work**.
  - a. The employee will be sent home immediately and must not return to their classroom or work area for their belongings in order to avoid further contamination. The employee or supervisor may ask someone to go into the classroom or work area to collect the employee’s personal belongings. Face covering and gloves should be worn when touching the ill employee’s belongings, then thoroughly wash hands afterwards.
  - b. If the employee is not well enough to drive themselves home, isolate them in an area away from others until they can be picked up or if it is an emergency, call EMS/911 for transport to a hospital.
  - c. In most cases, the entire facility will not need to be shut down. However, areas used for prolonged periods by the sick person must be closed-off.
  - d. Administrator will continue to follow the flow chart, Fig. 1.

### Prior to Reporting to Work (At Home)

Employees will either report to their immediate supervisor via phone or email if they are sick or experiencing symptoms **while at home**. Employee will also notify the Office of Risk Management and Benefits, [riskmanagement@eisd.net](mailto:riskmanagement@eisd.net) or COVID-19 hotline, 210-241-2645.

Edgewood ISD has implemented leave policies for workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

The Federal Families First Coronavirus Response Act (FFCRA) provides employees with Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020 or unless extended by law. (Appendix A)

## **Discontinuation of Home Isolation/When to Return to Work**

Employees who have been in home isolation will not be able to return to work until:

- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
  - o Fever free without medication for three days
  - o Improvement in respiratory symptoms
  - o At least 10 days have passed since onset of first symptoms or
- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

An employee with known close contact (within 6 ft. for a minimum of 15 minutes with or without a mask) to a person who is lab-confirmed to have COVID-19 will not be able to return to work until the end of the 14 day self-quarantine period from the last day of exposure.

**The privacy of workers' health status and health information must be protected and kept confidential at all times.**

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### Screening of Students

Before coming onto campus and at the start of every week of instruction, all students should be pre-screened for COVID-19 symptoms that they or others living in their house will experience. Screening of students can be completed by phone prior to the first day of school and/or prior to entering the campus in person or in writing. The signs and symptoms to screen for include:

- Cough
- Difficulty Breathing (shortness of breath)
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of sense of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0°F
- Known close contact with a person who is lab-confirmed to have COVID-19.

Designated staff should take the temperature of each student each day that they are on campus. Students with temperature  $\geq 100.0^{\circ}\text{F}$  will be sent home.

All students for whom it is developmentally appropriate, are strongly encouraged to wear cloth face coverings (over nose and mouth), except while doing an activity where the mask cannot be worn (e.g., eating). It is most likely not developmentally appropriate for students younger than five years old and for some students with disabilities to wear face coverings or masks.

### Positive Cases and Teachers, Staff, or Students Showing COVID-19 Symptoms

1. If a positive COVID-19 case is identified, whether teacher, staff, or student, the school must identify any individuals who had regular or close contact with the affected participant. This will include the entire class (students, teachers and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). In some cases, this may necessitate closing only a single classroom. In other cases, it may require closing multiple classes, or even the entire school, for 14 days.
2. All school participants must receive written notification if a positive COVID-19 case has been identified among teachers, staff, or students. For students, such written notification is to be provided to the parents or guardians of the students. The school must also notify its local health department.



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3. Any teacher, staff member, or student who experiences any of the symptoms of COVID-19 should self-isolate until the below conditions have been met.

In the case of an individual who was diagnosed with COVID-19, the individual may return when all three of the following criteria are met:

- Fever free without medication for three days
- Improvement in respiratory symptoms
- At least 10 days have passed since onset of first symptoms or

In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work/school until the individual has completed the same three-step criteria listed above; or

If the individual has symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

4. Any employee or student living with someone who is lab confirmed with COVID-19, should self-isolate for 14 days from the last 14<sup>th</sup> day of the individual's with COVID-19 recovery. If they do not experience any COVID-19 symptoms during that period, they can return to work/school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

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### Isolation Protocols

The school nurse or assigned designee will identify a space within every school or school nurse's office for sick students and staff who cannot leave immediately. This will help separate sick people from healthy people in order to avoid spreading illnesses and germs as much as possible.

If isolation/quarantine is recommended for exposed/infected persons, in most cases voluntary isolation is encouraged based on guidance and directed education from the local health department and TDSHS. In cases of highly infectious diseases or rare viral strains with high rates of mortality, the local health department has the authority to:

*"...order the individual, or the individual's parent, legal guardian or managing conservator if the individual is a minor, to implement control measures that are reasonable and necessary to prevent the introduction, transmission, and spread of the disease in this state."*

The local health department shall recommend isolation, if necessary. A list of isolated students, faculty, and staff shall be prepared and updated daily by each affected campus and sent to the district superintendent's office.

The affected individual(s) should remain isolated for the duration of time specified by the local health department.

### Students at High Risk

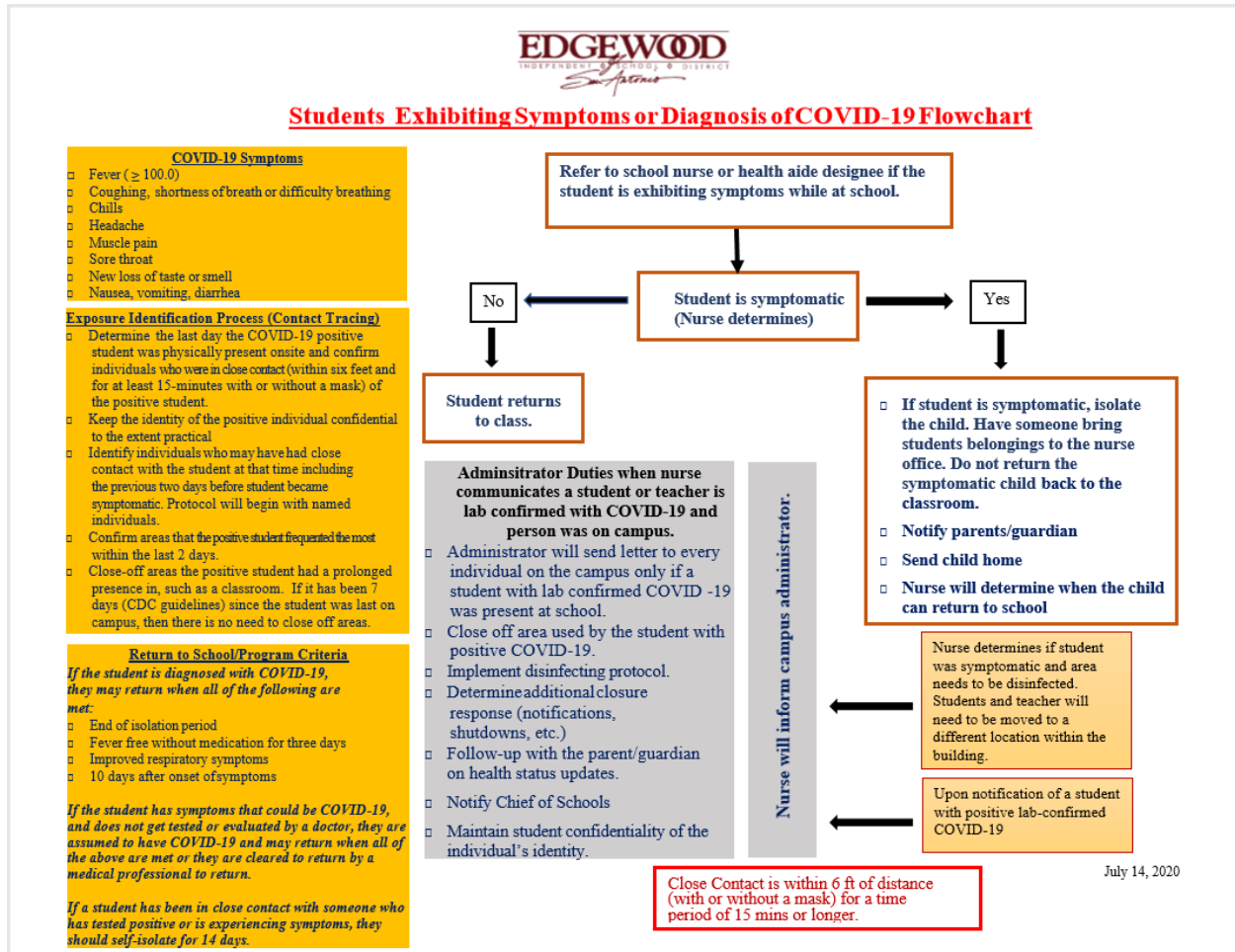
Attendance in person at school should be optional for students at high risk of severe medical complications. Students at high risk are those diagnosed with:

- Asthma
- Chronic kidney disease with dialysis
- Chronic lung disease
- Diabetes
- Hemoglobin disorders
- Immunocompromising illnesses (those on cancer treatment, bone marrow or organ transplantation, immune deficiencies, HIV with a low CD4 count or not on HIV treatment, and prolonged use of corticosteroids and other immune weakening medications)
- Liver disease
- Serious heart condition
- Severe obesity

If a child with a disability at high risk of severe medical complications is excluded from school during an outbreak of COVID-19 and the child's school remains open, a 504 or IEP meeting may be requested to discuss the potential need for services such as homebound instruction and/or virtual learning.

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Figure 2



## Visitors

Parents and other adults can visit schools, as permitted by local school system policies. During these visits, parents and other visitors must follow virus prevention and mitigation requirements of Edgewood ISD, such as self-screener, temperature checks, face covering and maintain social distancing.

Schools will restrict visits to only those essential to school operations. Visitors are encouraged to call for appointments.

## Handwashing – Employees/Students/Visitors

Basic infection prevention measures are being implemented in our school district at all times. All students, teachers, staff and visitors will be required to wash or sanitize their hands prior to or immediately upon entering a school or facility. Hand-sanitizer dispensers (that use sanitizer of greater than 60% alcohol) should be at entrances and locations throughout the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Hand sanitizer should also be available in every classroom provided there are no national supply shortages. Students and teachers should be encouraged to use it frequently. Students, teachers, and staff should also wash hands or use hand sanitizer after they have touched something another person recently touched.

### Hand Washing Procedures

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Rub** your hand for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air-dry them.

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### When To Wash Hands

Hands should be washed:

After touching bare human body parts (i.e. eyes, nose, and mouth) other than clean hands and clean, exposed arms.

- After using the toilet
- After coughing, sneezing, or blowing your nose using a disposable tissue
- Before, during, and after preparing food
- Before eating
- After recess
- After handling dirty equipment, utensils and supplies
- Before and after treating a cut or wound
- After touching an animal, animal feed, or animal waste
- After touching garbage
- Before and after caring for someone who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet

### Use of Hand Sanitizers

1. Hand sanitizers may be used in place of hand washing ONLY when access to soap and water is not available.
2. Only hand sanitizers containing at least 60% alcohol may be used as an adjunct to proper hand washing.
3. Apply the gel product to the palm of one hand.
4. Rub your hands together.
5. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

***Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.***

### Role of the Principal (Handwashing)

As the instructional leader, the principal has a continuing role in policy implementation. The principal should:

1. Communicate the hand washing and hand sanitizer policy to teachers, parents/guardians, and students.
2. Organize in-service training for all building staff as part of the safety plan implementation.
3. Ensure the staff complies with the hand washing, sanitizing guidelines.

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4. Coordinate the availability of supplies for hand washing: soap and single use towels, in bathrooms and classrooms with sinks.
5. Evaluate and monitor the implementation of hand washing and hand sanitizing.

**Role of the Teacher (Handwashing)**

It is the classroom teacher’s responsibility to instruct students in a meaningful manner. The teacher should:

1. Demonstrate and present the steps to hand washing clearly and concisely.
2. Ensure that proper and adequate facilities (i.e., sinks) are available and are in good working order and notify the school/department secretary when they are not.
3. Provide time prior to meals and snack for hand washing.
4. Reinforce hand washing by setting the example and washing their own hands according to the appropriate times when to wash hands.
5. Consider assignments that permit the student to demonstrate handwashing comprehension and supervise handwashing for at least 20 seconds at least two times each day.
6. Motivate students to learn when to and how to wash hands.

**Role of the School Nurse (Handwashing)**

It is the school nurse’s role to support the classroom teacher and principal in instructing teachers and students. The school nurse should:

1. Provide instructional materials for use in the classroom and restrooms, which reinforce proper hand washing.
2. Assist the principal in instructing teachers on proper hand washing procedures.
3. Assist the classroom teacher in instructing students on proper hand washing procedures.
4. Communicate with the principal, food service manager, and teachers any concerns related to increases in visits to the nurse’s office, which may be the result of improper handwashing or a foodborne illness outbreak.

**Role of the Student (Handwashing)**

The student should:

1. Be familiar with the hand washing and hand sanitizing procedure of the school.
2. Become familiar with the proper steps of hand washing and know when wash hands.
3. Develop good hand washing habits.
4. Take personal responsibility for washing hands not only at school but when away from school.

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### **Role of the Parents/Guardians (Handwashing)**

Parents/Guardians can encourage their children by showing interest and displaying positive examples of hand washing. The school district will copy and distribute to parents/guardians information designed to promote hand washing and identify roles for parents/guardians in promoting hand washing. (Examples of materials that can be used and/or modified for this purpose can be found in the “Resources” section below.)

### **Evaluation/Monitoring (Handwashing)**

Principals, teachers, school nurses, and parents/guardians make a significant contribution to learning personal hygiene practices. Students will increase learning time and practice good hand washing or sanitizing when time for hand washing before meals and snacks is structured into the day, and supplies are provided at all hand sinks for hand washing. Therefore, it is essential that the entire community embrace the practices of proper hand washing and support the child’s practice through observation and repetition.

The principal will compile data on the number of in-service sessions in which hand-washing information is provided and the number of teachers/staff in attendance.

### **Resources (Handwashing)**

#### **Centers for Disease Control and Prevention, Clean Hands Save Lives-**

<http://www.cdc.gov/cleanhands/>

This CDC website provides information about proper hand washing technique and links to other sources of information related to hand washing.

#### **GloGerm Kit and Children’s Handwashing Video - <http://www.glogerm.com/>**

The GloGerm kit is designed to demonstrate the importance of hand washing. Downloadable videos in both English and Spanish also promote proper hand washing.

#### **Partnership for Food Safety Education, Fight Bac! - <http://www.fightbac.org/>**

The Partnership for Food Safety Education unites representatives from industry associations, professional societies in food science, nutrition and health consumer groups, the United States Department of Agriculture, the Environmental Protection Agency, the Department of Health and Human Services, the Centers for Disease Control and Prevention, and the Food and Drug Administration in an important initiative to educate the public about safe food handling practices needed to keep food safe from bacteria and prevent foodborne illness.

#### **USDA Food and Nutrition Service, U.S. Department of Agriculture**

<https://www.fns.usda.gov/tn/handwashing-and-cleaning-resources>

This portion of the Team Nutrition website provides links to resources related to hand washing.

## **Respiratory Etiquette – Employees/Students/Visitors**

Employees, students and visitors are being instructed to cover their mouth and nose with a tissue or elbow sleeve when a tissue is not available, when coughing or sneezing. Instruction also includes avoiding touching their face, in particular their mouth, nose and eyes, with their hands. Tissues should be disposed in provided trash receptacles and hands washed or sanitized immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues/single use towels and trash receptacles available to all employees, students and visitors. Proper respiratory etiquette instructions and reminders will be communicated for students and staff through class activities, visits from the school nurse, meetings, district websites, social media, letters, posters and announcements.

## **Social Distancing - Employees/Students/Visitors**

Social distancing measures that reduce opportunities for person-to-person virus transmission can help delay the spread and slow the exponential growth of a pandemic. Social distancing measures can reduce virus transmission by decreasing the frequency and duration of social contact among persons of all ages. These measures are common-sense approaches to limiting face-to-face contact, which reduces person-to-person transmission. Social distancing of six feet will be implemented and maintained between employees, students and visitors as much as possible in all EISD facilities through the following engineering and administrative controls:

- Limit outside visitors to essential staff only.
  - Postponement of mass gatherings: Group events such as assemblies, pep-rallies, festivals, fairs and sporting events that bring people into close contact for extended periods.
  - Schedule meetings via the phone or internet when feasible.
  - Staggered work shifts and/or school start and end times.
  - Provide signage and instructions on social distancing.
  - Floor markings
  - Encourage students to practice social distancing and minimize the number of students who they encounter regularly.
1. Campuses will need to plan for entry and exit procedures that reduce the number of students and parents congregating outside and/or mixing in the hallways. Consider assigning students to entries to ensure even distribution of students entering/exiting at each door, providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, encouraging parents to remain outside during drop-off and pick-up.



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2. In classrooms spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
3. In classrooms where students are regularly within six feet of one another, schools should plan or more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
4. If more than one group is using a shared space that is large enough to allow for students in all groups and their respective desks to be six feet apart, then multiple groups of individuals can be in the space together. The groups should not combine for activities at any time.
5. Students must not be brought together in assemblies, field trips, or other group gatherings outside of their class group, unless the distancing of 30 feet between groups can be maintained.
6. When feasible and appropriate, it is preferable for students to gather outside rather than inside, because of likely reduced risk of virus spread outdoors.
7. Students on campus should not participate in activities like those listed below indoors, because of their potential for spreading the virus through respiratory droplets:
  - Choir
  - Playing wind instruments
  - Indoor sports

Outdoor sports are allowable only if they can be conducted in accordance with Department of State Health Services and TEA guidance.

8. Whenever possible, students, teachers, and staff should maintain consistent groupings of people, to minimize virus spread in the school. Specifically:
  - Elementary school students should be taught in self-contained class if possible.
  - Secondary students should be taught in self-contained classes if possible and, if that is not possible, should be exposed to as few different individual teachers as possible, consistent with the parameters provided in operational considerations 2 and 4 above.

The rationale for this limitation is that each additional individual exposure presents greater opportunity for virus spreads.

9. When students must be taught by multiple teachers, it is better for students not to be brought together with those in other classes for shared instruction or mixed with other classes during elective or other periods or between classes.
  - Rather than having students change from classroom to classroom, consider having teachers rotate between classes while students stay in one class to minimize students encountering others in the hallway.
  - Alternatively, schools could stagger class start and end times to minimize the number of students in the hallway during passing periods.
10. Older elementary students who can follow social distancing protocols should be asked to keep six feet apart while using play spaces. For these children, it may also help to restrict class groups to specific areas of the play space using cones, caution tape, or a natural barrier, with the intent of preventing students from interacting across class

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groups and increasing virus spread. Alternatively, schools can send only one class group to a play space at a time.

11. For the youngest students, including early childhood and early elementary students, as well as some students with disabilities, social distancing on play spaces will not be possible or developmentally appropriate. These students are also unlikely to attend to a natural barrier or cones. In these cases, it is recommended that, as much as possible, only one class group use a play space at a time.
12. Students in age groups who do not need to use play equipment for recreation should not spend their recreation time in play spaces, if possible, and should maintain social distance at all times when outside, just as they do inside.

### Bus Planning

1. Students, teachers, and staff should use hand sanitizer prior to boarding the bus.
2. When possible, schools should open windows to allow outside air to circulate in the bus.
3. Encourage families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on buses.
4. Buses should be thoroughly cleaned after each bus trip, particularly high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, open windows to allow for additional ventilation and air flow, which is helpful in mitigating COVID-19 spread.

## Cleaning, Disinfection, and Ventilation

- **Cleaning physically removes germs**, dirt and impurities from surfaces or objects.
- **Disinfecting kills germs** on surfaces or objects by using chemicals.
- **Sanitizing lowers the number of germs** on surfaces or objects to a safe level. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.

The district's standard procedures for cleaning and disinfecting are being implemented. This includes routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, district vehicles, buses and areas such as restrooms, break rooms, lunchrooms, meeting rooms, classrooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, cabinet handles, paper towel dispensers, desks, chairs, water fountain handles, cafeteria tables and seats, faucet handles, light switches, phones, keyboards, touch screens, controls, elevator panels, railings and copy machines. Students should also be given the opportunity to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate. Classrooms should be cleaned between class groups if the same classroom will be used by multiple class groups. This would include objects such as door handles, common tables/desks, and high touch devices such as shared laptops or tablets.

Currently, EISD custodial services use the following cleaning and disinfecting products throughout the district and have also instituted more frequent cleaning practices during this pandemic:

- **Halt** is a bactericidal chemical that is sprayed from a bottle. Halt is used daily (Mon.-Fri.) to sanitize hard inanimate surfaces.
- **Victory Sprayer** (Electrostatic Sprayer) using **BruTabs** (effervescent disinfectant & sanitizer tablets) is also used every evening (Mon.-Fri.) to disinfect all types of surfaces and objects such as walls, desks, computers, chairs, tables, toys, countertops, etc. and must be left on surfaces to dry. Frequency of use is subject to change.
- **Razor** is an antimicrobial coating spray that inhibits microbial growth for 90 days on porous and non-porous surfaces. Razor is used every three months and bleach must not be used to clean surfaces after the coating is applied since it immediately deactivates the antimicrobial agent found in Razor.

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### **Use products safely**

It is important to pay close to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. All EISD custodians are provided with gloves and masks as needed but are encouraged to use their own reusable cloth face covering if available. Cleaners and disinfectants must not be mixed unless the labels indicate it is safe to do so. Combining certain products can result in serious injury or death. Ensure that custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use. This might require that instructional materials and training be provided in other languages.

### **Handle waste properly**

Gloves should be worn when handling waste. No-touch wastebaskets should be placed where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching tissue and other waste when emptying wastebaskets. Wash your hands with soap and water after emptying wastebaskets and touching used tissues and similar waste.

### **Other circumstances**

In addition, the Edgewood Independent School District and its campus stakeholders upon recommendation from the Metropolitan Health District shall activate increased cleaning as needed.

1. The Metropolitan Health District shall consult with the district superintendent's office about campus locations that need enhanced sanitation efforts. This information will be shared with the appropriate EISD campuses and campus custodial staff (based on areas to be sanitized).
  - a. These locations may be based on where confirmed ill students and/or employees were on campus.
  - b. COVID-19 can survive on surfaces from hours to days depending on the type of surface material. However, research has shown that an individual is more likely to catch the virus from another individual who has it than from touching a contaminated surface.
2. If necessary, the Metropolitan Health District shall supply guidance to the district's custodial staff, and any other necessary departments to ensure all those who may be conducting sanitation operations are properly trained and fitted with the appropriate personal protective equipment (PPE).
3. If an employee or student is suspected or confirmed to have COVID-19, the custodial staff will be notified of the need for a deep cleaning in those areas. Any area used for prolonged periods by the ill individual will be closed off and cleaning should take place after 24 hours or as long as practical for the protection of the cleaning staff.

## Finance

### Channels for Requesting COVID-19 Supplies or Items

The Department of Operations will be the point of contact for ordering PPE for campuses. Orders from campuses will be sent to district office and purchase orders will be submitted by Operations Department.

## Communications

### General Communication

In coordination with the San Antonio Metropolitan Health District, the Edgewood Independent School District shall coordinate and disseminate all communications related to the specific infectious disease. Communications should include:

General communications to the School District –

- information about the disease in general
  - information about the disease impacts on School District
  - what the School District is doing
  - what the School District should/should not do
- Targeted communications to affected or vulnerable populations on the School District, as needed
- Specific information on preventing the spread of the disease
- Any combination of the above to the media and neighboring communities

### Emergency Communication

Suggested ways of sharing emergency information with staff, parents, and students during a pandemic.

- Activate the automated calling system (School Messenger) to notify parents and/or employees and direct them to the district website for further information.
- The Public Relations Officer (PIO), Keyhla Calderon-Lugo will activate the system with prior approval from the Superintendent regarding the activation of the system and the script/statement to be read.
- The PIO is the designated spokesperson and cooperates with the district and other agencies on joint news releases and coordinates media briefings as necessary.
- Activate text message system if available
- Phone Trees
- Daily website postings or podcasts by the Superintendent as needed to update the public on most recent events and information.

## COVID 19 PREPAREDNESS PLAN

- During school closure, the Superintendent should be prepared for multiple interviews for news media.
- Stream interviews live on EISD social media
- District Twitter page with a question and answer section for parents, students and staff.

Currently, the social platforms used by EISD are Facebook, Twitter @eisdoofSA, Instagram and the district's website, www.eisd.net. All COVID-19 related information or material must first be cleared through the PIO, prior to posting on any EISD social media platform and/or prior to dissemination of that information to the public.


### **Trainings & Education**

The COVID-19 Preparedness Plan will be communicated to all employees at the beginning of every school year through department meetings and/or faculty and staff meetings throughout the district. Communication and training will be ongoing and provided as needed throughout the school year for employees who may have missed the initial training. Students and staff will also receive education regarding every day preventive precautions on handwashing, respiratory hygiene and cough/sneeze etiquette through class activities, visits from the school nurse, meetings, district websites, social media, letters, posters and announcements. Educational resources used should be consistent with the CDC, World Health Organization, Texas Department of State Health Services or San Antonio Metropolitan Health District.

Instructions will also be communicated to students, parents and visitors about: drop-off, pick-up, and in school visit procedures in order to ensure social distancing; required hygiene practices; and recommendations that parents and visitors use face masks when entering an EISD school or facility. Parents and visitors will also be advised to complete a COVID-19 visitor questionnaire before entering a school or facility. An intake employee should be assigned and placed in the front office of every EISD facility who will be responsible for the screening of all employees and visitors who enter that facility. All intake employees must receive the appropriate training from the EISD Health Services Department & Risk Management prior to assuming those added responsibilities

Principals, supervisors and/or building administrators are to monitor how effective this plan has been implemented and are to work through this new program together with employees, faculty and staff and update training as necessary. This COVID-19 Preparedness Plan has been approved by the Edgewood Independent School District Safety Committee and it will be updated as necessary.

## Appendix A



**Office of Risk Management and Benefits**

**FFCRA, EFMLA, and EPSL Protocol**

To comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provides employees with Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020 or unless the law is extended.

**Two Types of Leave Covered Under FFCRA**

**1) Emergency Paid Sick Leave (EPSL)**

Emergency paid sick leave will be available for an employee who is unable to work or work remotely because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject (or advised) to quarantine or isolation;
5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 reasons.;

**Eligibility for EPSL**  
Qualifying employees, with full-time or part-time status are eligible to receive this benefit.

**Paid Benefits for EPSL**  
Eligible employees will receive up to two weeks of paid sick leave.

- Full-time employees: 80 hours at their regular rate of pay, subject to caps and reasons noted below.
- Part-time employees: the number of hours that the employee works, on average, over a two week period, subject to caps and reasons noted below.

Payments are capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness or quarantine (reasons 1, 2 and 3 above). Employees who are caring for an individual affected by COVID-19 and those whose place of care have closed (reasons 4, and 5 above) are eligible to receive up to two-thirds of their pay, and that benefit is limited to \$200 a day (\$2,000 in total).

Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 above for up to \$200 daily and \$12,000 total.

**Return to Work Following EPSL**  
Employees are required to follow the District's protocols and guidance established by the [Centers for Disease Control and Prevention](#) prior to returning to work. Employees returning to work after use of Emergency Paid Sick Leave must contact Office of Risk Management and Benefits to coordinate their return to work.

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**2) Emergency Family Medical Leave Act (EFMLA) Expansion**

Employees are eligible to take to 12 weeks of job-protected leave if an employee is unable to work (or remote work) due to caring for the employee's son or daughter (who is under 18) because the child's school or place of care has been closed or his or her childcare provider is unavailable due to COVID-19 related reasons.

**Eligibility for EFMLA**

Under this policy, full-time and part-time employees who have been on *EISD* payroll for at least 30 days, prior to taking the leave, are eligible for leave.

**Paid Benefits for EFMLA**

The EFMLA provides for a combination of unpaid and paid leave.

- The first 10 days of EFMLA may be unpaid. An employee may choose to take any existing pay benefit (personal, local, vacation or comp time) during the 10-day unpaid period, or the 10 days may be paid under emergency paid sick leave, if taken for a qualifying reason. Employees using emergency paid sick leave for the first 10 days of leave to care for their child whose school or childcare provider or place of care is unavailable due to COVID-19 will be entitled to 2/3 their rate of pay.
- After the first ten days of leave, employees are entitled to 10 weeks of job-protected leave at two-thirds their usual rate of pay. Part-time employees are entitled to be paid two-thirds of their usual rate pay based on the average number of hours worked for the six months prior to taking the leave.
- The cap of the paid leave entitlement for employees is up to \$200 per day (\$10,000 in the aggregate). The cap for employees using emergency sick leave for the first 10 days of leave and expanded family medical leave for a total of 12 weeks is up to \$200 daily and \$12,000 total.

**Notifying Company of the Need for FFCRA Leave**

Employees should request their need for emergency paid leave as soon as possible, by notifying their immediate supervisor or the Office of Risk Management and Benefits (ORMB). If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for the district to know that protection and benefits may exist under this policy.

**Insurance Benefit Continuation During FFCRA Leave**

Coverage under group health insurance will continue while on leave, but employees must continue to pay their portion of the premium. Other employment benefits [such as group life insurance, AD&D, etc.] will also be continued during the leave, as long as the employee continues to pay any required contribution.

**Rights Upon Return from FFCRA Leave**

An employee who takes leave under this policy may be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if s/he had continued to work. Therefore, an employee may be affected by a layoff, reorganization, furlough, change in job duties or other change in employment if the action would have occurred had the employee remained actively at work.



**COVID 19 PREPAREDNESS PLAN**