



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 Sup. – Dr. Kimberly Gilmore-Madkins
- Public Information Officer – Keyhla Calderon Lugo
- Chief of Operations – Elvis Williams
- Ex. Director of Business and Finance – Jose Keubke
- Sr. Director of Academic Services – Leticia Rodriguez
- Sr. Director of CCMR – Chriselda Bazaldua
- Dir. of Instructional Technology - Kim Jett-Gonzalez
- Dir. of Guidance & Counseling – Melissa True
- Chief of Schools – Theresa Salinas
- Chief of Schools – Travis McKelvain
- Dir. of Student Support Services - Judith Gamez
- Dir. of Special Education – Jose Hinojosa
- Dir. Transportation – Martin Molina
- Dir. Child Nutrition – Roxanne Ruiz
- Nurse Coordinator – Jennifer Milla, RN
- School Leadership Coordinator – Nicole Cannon
- Family Engagement Coordinator – George Garnica
- Physical Plant Services Manager – Ernesto Cantu
- Facilities Support Coordinator – John Rodriguez
- Risk Manager – Dr. Daphene Carson
- Safety Officer – Sgt. Veronica Riffle
- Athletic/PE Assistant Director - Laura Garza
- Athletic Director - Robert Gomez
- Athletic Secretary - Maria Marquez
- Human Resource Specialist - Emily Martinez
- Risk Management Specialist - Eleonora Mujica
- Chief of Human Resources - Cynthia Trevino
- Teacher – Mr. Henry Johnson

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



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

Hours are from 7:00 a.m. – 6:00 p.m.

If you have an emergency, call 911. The employee hotline is to inform Office of Risk Management of your employee status or questions regarding employment leave related to COVID-19.

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Updated/Amended: Quarantine, FAQs & Tips for Contact Tracing – January 19, 2021

Quarantine or isolation: What is the difference?

Quarantine keeps someone who might have been exposed to the virus away from others.

Isolation keeps someone who is infected with the virus away from others, even in their home.

Quarantine Period for an Employee who does NOT live with a COVID-19 positive individual:

- 10 days after the last close contact, so long as employee continues to monitor for symptoms and take appropriate precautions through day 14 (remind employee a COVID test is required to process claim for COVID Leave) **or**,
- 7 days after the last close contact, after receiving a negative PCR test result (administered at least 5 days after the last day of close contact), so long as employee continues to monitor for symptoms and take appropriate precautions through day 14.

Quarantine Period for an Employee who LIVES WITH a COVID-19 positive individual &

CANNOT prevent further contact with the infected household member : (i.e. employee is the caregiver; infected individual is unable to isolate in a separate bedroom or use a separate restroom, etc.)

- Employee quarantines 10 additional days after positive household member's 10th day of isolation. **Total quarantine period = 20 days.** (Remind employee a COVID test is required in order to process claim for COVID Leave) **or**,
- Employee quarantines 7 additional days after positive household member's 10th day of isolation **and** employee provides proof of a negative PCR test done on or after the 15th day of quarantine. **Total quarantine period = 17 days**

***Note:** For both quarantine periods described above, employees should be reminded to continue monitoring for symptoms until day 24 and should not report to work if they become symptomatic.

Updated/Amended Guidance: Quarantine, FAQs & Tips for Contact Tracing – January 19, 2021

Quarantine Period for an Employee who LIVES WITH a COVID-19 positive individual and who CAN avoid further contact with the infected household member: (utilizes separate bedroom & bathroom, no-contact, temporarily moves to another location, etc.)

- 10 days after the last close contact, so long as employee continues to monitor for symptoms daily and takes appropriate precautions through day 14 (remind employees a COVID test is required in order to process as COVID Leave if employee chooses this option)
- 7 days after the last close contact, after receiving a negative PCR test result (administered at least 5 days after the last day of close contact), so long as employee continues to monitor for symptoms daily and takes appropriate precautions through day 14.

Quarantine Period for a Student who does NOT live with a COVID-19 positive individual:

- 10 days after the last day of close contact, so long as student/parent continues to monitor for symptoms daily and takes appropriate precautions through day 14. **Total quarantine period = 10 days.**

Quarantine Period for a Student who lives with a COVID-19 positive individual:

- Student quarantines 10 additional days after positive household member's 10th day of isolation. **Total quarantine period = 20 days.**

Updated/Amended Guidance: Quarantine, FAQs & Tips for Contact Tracing – January 19, 2021

ISOLATION Period for Students & Employees (pertains to individuals who are symptomatic or who tested positive for COVID-19:

1. Any individuals who themselves either:

(a) are test-confirmed to have COVID-19; or

(b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who is symptomatic and is diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
 - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - iii. at least ten days have passed since symptoms first appeared.
- In the case of an individual that is asymptomatic but has received a positive COVID-19 test result, the individual may not return to the campus until ten days have passed since a positive test.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either
 - (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis, though for health privacy reasons the note does not need to indicate what the alternative diagnosis is, or
 - (b) obtain an acute infection test (at a physician's office, approved testing location, or other site) that comes back negative for COVID-19. Note: If you received a negative test result from a rapid antigen test and in addition, you are pending results from a PCR test, you should not return to school until you receive a negative result from the PCR test as well.
- If the individual has tested positive for COVID-19 and believes the test was a false positive, and wants to return to school before completing the above stay at home period, the individual must obtain two PCR acute infection tests (at a physician's office, approved testing location, or other site) at least 24 hours apart that come back negative for COVID-19.

Updated/Amended Guidance: Quarantine, FAQs & Tips for Contact Tracing – January 19, 2021

Frequently Asked Questions:

1. **If I had COVID within the past 3 months and I am exposed to a COVID positive individual, do I need to quarantine? No.** Anyone who has had close contact with a COVID-19 positive individual and who meets the following criteria does **NOT** need to stay home for quarantine:
 - The exposed individual had COVID-19 illness within the previous 3 months **and**
 - Has recovered **and**
 - Remains without COVID-19 symptoms (for example, cough, shortness of breath)
 2. **If I received the vaccine will I test positive on a COVID-19 test? No.** The vaccine will not cause a false-positive result. If you test positive after receiving the vaccine, then that is an indication that you were either harboring the virus before receiving the vaccine or you became infected after receiving the vaccine. One dose of the COVID-19 vaccine does not provide enough protection to prevent you from becoming infected with the virus.
 3. **If I had COVID-19 should I retest until I am negative? Yes/No.** Generally, it is not recommended that you re-test for at least 90 days due to the possibility of continuing to test positive. **However**, as an EISD employee, weekly COVID-19 testing is mandatory as per board policy. Therefore, you will need to notify the testing project manager or your supervisor that you were previously infected with COVID-19 and have since recovered. You will not need to isolate again if you continue to test positive for the next 90 days. (90-day count begins the day after symptoms began or if asymptomatic, the day after test date.)
- Note: It is not mandatory but highly encouraged for students to test weekly. If a student was previously diagnosed with COVID-19 or previously tested positive, they should not retest for at least 90 days. If parents insist on weekly testing for their child despite being told the possibility of a false-positive result, the school nurse will need to notify the project manager or principal. The student will not need to isolate again as they may continue to test positive for 90 days. (90-day count begins day after symptoms began or if asymptomatic, day after test date.)
4. **Can an employee get tested by another laboratory besides Community Labs? Yes,** as long as the test is a PCR test and results are submitted to the project manager weekly.
 5. **What if I am in quarantine or isolation, can I still come get my weekly COVID-19 test on campus? No.** When you are in quarantine or in isolation you should stay away from others.



Updated/Amended Guidance: Quarantine, FAQs & Tips for Contact Tracing – January 19, 2021

- 6. Who is considered exposed or a close contact?** In general, close contact is defined as:
- being directly exposed to infectious secretions (e.g., being coughed on); **or**
 - being within 6 feet for a total of approximately 15 minutes throughout the course of a day **and** either party is without a mask or mask is not worn consistently and correctly. Assess ventilation, presence of dividers, or other protective measures.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming test and continuing for 10 days following the confirming test.

- 7. If I become positive during my quarantine period how many more days do I need to isolate?** You will need to remain in isolation 10 days after your symptoms began or if asymptomatic, 10 days after your positive test date. Any days you spent in quarantine prior to becoming ill or prior to testing positive, will not decrease the total number of days of your isolation period.
- 8. Who should do the contact tracing?** This should be a collaborative effort between the school administrator/building supervisor, school nurse, Risk Management Department (if an employee is involved), Nurse Coordinator (if needed) & local health department. Ideally, there should be a unified consensus when deciding who to quarantine.

Updated/Amended Guidance: Quarantine, FAQs & Tips for Contact Tracing – January 19, 2021

Case Investigation & Contact Tracing Tips

1. Interview positive individual if possible (depending on age and ability). Ask if they were near anyone without wearing a mask or if other party was not wearing a mask around them.
2. Interview main classroom teacher/coach of positive student or if positive individual is an employee, interview co-workers who may have been exposed. Remember to include the 2 days prior to positive person's symptom start date or if asymptomatic, 2 days prior to test date.

Things to consider before making decision on who to quarantine:

1. Age of the positive individual: (It is safe to assume that children 5 y/o & younger and those with certain disabilities may not always wear a facemask consistently and correctly and may not always be able to maintain social distancing of 6 feet or more).
2. Was positive individual symptomatic? If so, what were the symptoms? Concerning symptoms for possible spread of illness: active cough, fever & heavy congestion.
3. Was positive individual wearing a mask consistently and correctly?
4. Was anyone within 6 feet of the positive individual and for at least 15 minutes throughout the day?
5. If so, were both parties (positive person and close contact) wearing a mask consistently and correctly when they were within 6ft of each other?
6. Was contact made indoors or outdoors?
7. Was there good air flow/ventilation in room? (size of room, windows open, door open)
8. Were other protective barriers used such as face shields or plastic dividers?
9. **IMPORTANT:** Critically assess times when masks were not worn such as during:
 - a. Mealtimes: Did the positive individual sit at least 6 feet apart from others and remain seated while eating? Consider only quarantining those who sat to the right, left or in front of the positive individual depending on your findings. Was the positive individual coughing, sneezing, forcefully talking or singing when without a mask? Were dividers in place?
 - b. Mask Breaks: Was social distancing (6 ft) maintained at all times?
 - c. PE, Sports, Dance, Tutoring, After school care
10. Did the positive individual ride the bus to/from school? Did employee carpool with others?
11. If so, were masks worn on the bus and all riders sitting at least 6 feet apart?

***Whenever in doubt, quarantine.**

References:

- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- [COVID-19: When to Quarantine | CDC](#)
- [Information for Residents - City of San Antonio](#)
- [SY 20-21 Public Health Guidance](#) (PDF) December 10 2020 [Public Health Orders card]

Updated/Amended Guidance: Physical Distancing, Visitors & Staff Meetings – March 31,2021

Physical Distancing:

- In elementary schools, students who are in classrooms and wearing masks consistently and correctly, should be at least 3 feet apart.
- In classrooms where students are regularly within 3 feet of one another, schools should plan for more frequent handwashing and/or hand sanitizing and should consider whether increased airflow from outdoors is possible.
- In middle schools and high schools, students who are in classrooms and wearing face masks consistently and correctly, should be at least 3 feet apart when the community transmission rate is low, moderate, or substantial. When there is a high community transmission rate, middle and high school students should be 6 feet apart if cohorting is not possible.
- The school library can be considered an extension of the classroom.
- Maintain 6 feet of distance in the following settings:
 - Between adults (teachers and staff), and between adults and students, at all times in the school building.
 - When masks cannot be worn, such as when eating.
 - During activities when increased exhalation occurs, such as singing, shouting, band, or sports and exercise. Move these activities outdoors or to large, well-ventilated space, when possible.
 - School gymnasiums.
 - In common areas such as school lobbies, hallways and auditoriums.
- Use [cohorting](#), and maintain 6 feet of distance between cohorts where possible. Limit contact between cohorts. In areas of substantial (orange) and high (red) levels of community transmission, schools that use less than 6 feet between students in classrooms, cohorting is recommended, with at least 6 feet maintained between cohorts.
- Remove nonessential furniture and make other changes to classroom layouts to maximize distance between students.
- Face desks in the same direction, where possible.
- Eliminate or decrease nonessential in-person interactions among teachers and staff during meetings, lunches, and other situations that could lead to adult-to-adult transmission.
- **Visitors:** [Limit any nonessential visitors, volunteers, and activities](#) involving external groups or organizations as much as possible—especially with people who are not from the local geographic area (for example, not from the same community, town, city, county). Require all visitors to wear masks and physically distance from others.

Updated/Amended Guidance: Physical Distancing, Visitors & Staff Meetings – March 31, 2021

- **Transportation:** Create a minimum of a 3-foot distance between children on school buses, when possible. [Masks are required](#) by federal order on school buses and other forms of public transportation in the United States. Open windows to improve ventilation when it does not create a safety hazard.
- **Meetings:** Continue to reduce in-person staff meetings or other opportunities for adults to congregate in close settings. When those meetings are necessary and cannot be done via electronic means, everyone must follow the universal mask protocol, and consider whether increased airflow from the outdoors is possible in those settings.

Based on revisions from:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html> (March 19,2021)

<https://tea.texas.gov/sites/default/files/covid/SY-20-21-Public-Health-Guidance.pdf> (March 25, 2021)

UPDATED/AMENDED GUIDANCE: INDOOR/OUTDOOR EVENTS, SPORTS, COMPETITIONS & QUARANTINE GUIDANCE FOR FULLY VACCINATED EMPLOYEES – APRIL 7, 2021

Indoor & Outdoor Events, Sports, Competitions: Use of school facilities, indoor/outdoor space on school property or areas used for school activities by students, teachers, staff, and guests.

Facemasks must be worn over the nose and mouth by all students, teachers, staff, and guests ages 5 and up. *Exceptions: Any person with a medical condition or disability that prevents wearing a mask; Any person while the person is consuming food or drink, or is seated in a dining area to eat or drink; Any person while the person is: (a) exercising outdoors or engaging in physical activity outdoors; and (b) maintaining a safe 6-foot distance from other people not in the same household; or any person while the person is giving a speech for a broadcast or to an audience.*

Physical Distancing of at least 6 feet when sitting or standing must be maintained between others who are not in the same household.

Hand sanitizer should be available at the entrance of every school facility or outdoor space on school property during an event.

Temperature checks should be done on all individuals entering a school facility. Anyone with a temperature of $\geq 100^{\circ}\text{F}$ will not be allowed inside.

Restrooms should be adequately supplied with soap, running water, paper towels (if hand dryers are not available), toilet paper and trash receptacles.

Cleaning & Disinfecting of frequently touched surfaces should be routine, scheduled and performed on an as needed basis by custodial staff.

Quarantine Guidance for Fully Vaccinated Employees

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If an employee has been fully vaccinated, and they have been exposed to an individual who has COVID-19, they **do not** need to quarantine or get tested unless they develop symptoms.

An employee may need to provide proof of vaccination to their supervisor or to the Risk Management Department in order to be exempt from quarantine after an exposure.

Note: *If the fully vaccinated employee chooses to get tested, it is recommended that they test at least 5 days after exposure, and they must remain home until results are received.*

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>



Updated/Amended Guidance: Quarantine Guidance for Fully Vaccinated Students & Prohibition of Mask Mandate - May 19, 2021

Quarantine Guidance for Fully Vaccinated Students

As of May 12, 2021, the CDC approved COVID-19 Vaccine for individuals ages 12 and older. Therefore, for consistency and clarification, this committee recommends that the quarantine guidance for fully vaccinated individuals extend to fully vaccinated students as well.

A student (12 yrs. or older) is considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If a student (12 yrs. or older), has been fully vaccinated, and they have been exposed to an individual who has COVID-19, they **do not** need to quarantine or get tested **unless** they develop symptoms.

A student will need to provide proof of vaccination to the campus nurse or campus administrator in order to be exempt from quarantine after an exposure. (Employees, pg. IV)

***Note:** If the fully vaccinated student chooses to get tested, it is recommended that the student test at least 5 days after exposure, and they must remain home until results are received.*

Governor's Executive Order GA-36 (Prohibition of Mask Mandate) -May 18, 2021

This order relates to the prohibition of governmental entities and officials from mandating face coverings or restricting activities in response to the COVID-19 disaster. Public schools may continue to follow policies regarding the wearing of face coverings to the extent reflected in current guidance by the Texas Education Agency, until June 4, 2021. The Texas Education Agency shall revise its guidance such that, **effective 11:59 pm on June 4, 2021, no student, teacher, parent, or other staff member or visitor may be required to wear a face covering.**

EISD Statement on Governor's Announcement on Mask Mandate - May 18, 2021

Our commitment to student and staff safety is top priority. While Edgewood ISD will abide by the Governor's most recent mask mandate that prohibits governmental entities from requiring or mandating mask wearing after June 4, 2021, **EISD expresses its strong support for encouraging students, staff, and guests to continue to wear face coverings in all district facilities or at district events.** Safety protocols that remain in place will be: weekly testing to students and staff at all campuses and district offices, hand sanitizing stations, frequent cleaning of high touch areas, frequent hand washing as well as working with our partners to offer vaccines to those who are eligible. Any reference to the required use of face masks found throughout this plan, will no longer be in effect after June 4th, 2021.

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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
 - Congestion or runny nose
 - Chills
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Fatigue
 - Headache
 - Sore throat
 - Loss of taste or smell

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- Diarrhea
- Nausea or vomiting
- 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. Edgewood ISD has partnered with DrOwl to self-screen with questions on symptoms, close contact with others or waiting for result.
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.



Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving without understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency, such as the San Antonio Metro Health Authority. In general, close contact is defined as:

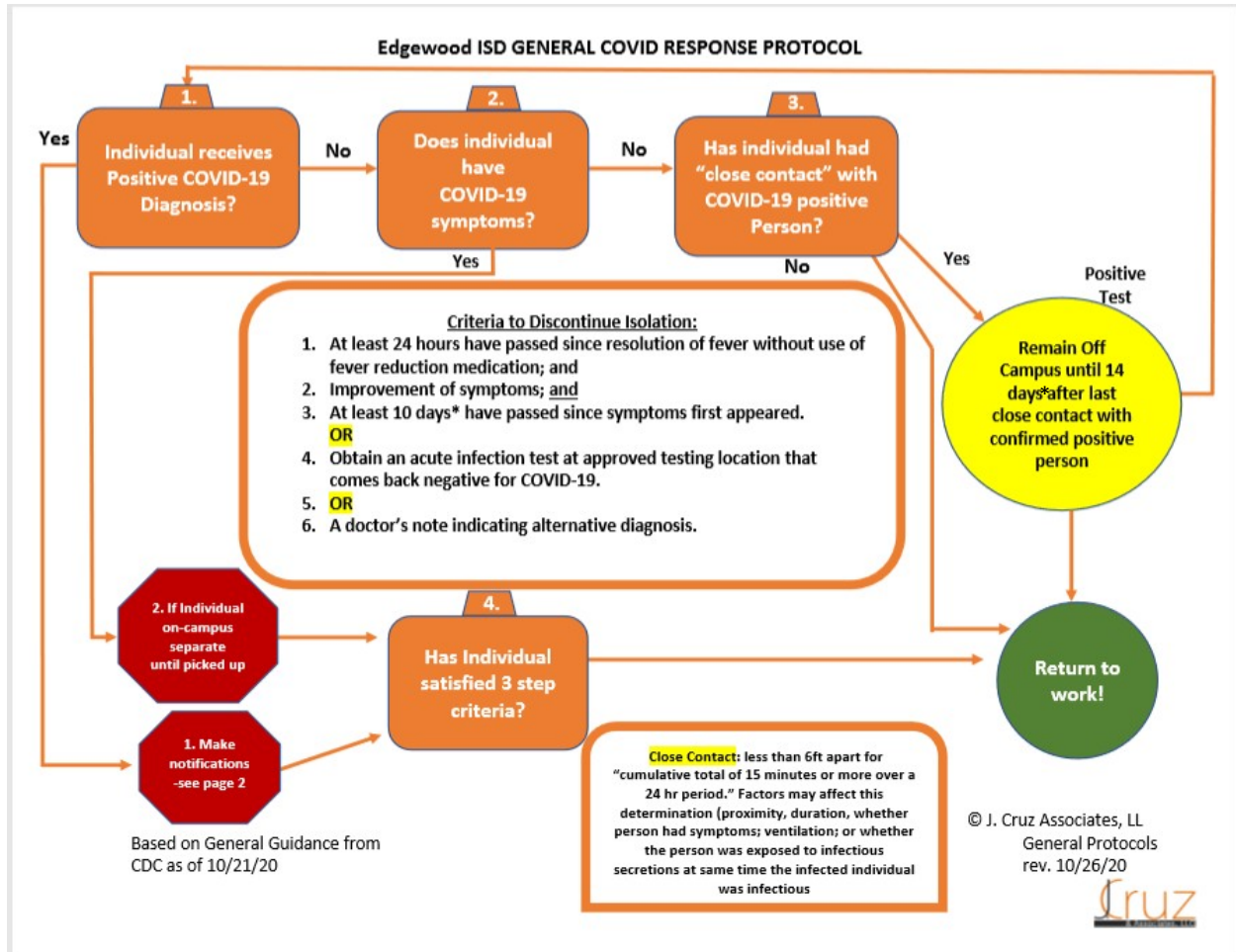
- a. Being directly exposed to infectious secretions (e/g/ being coughed on); or
- b. Close Contact: less than 6ft apart for “cumulative total of 15 minutes or more over a 24 hr. period.” Factors may affect this determination (proximity, duration, whether person had symptoms; ventilation; or whether the person was exposed to infectious secretions at same time the infected individual was infectious

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

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

Fig.1



*Please see updated/amended quarantine guidance pages, 45-46.

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Updated
on Oct. 30,
2020

Edgewood ISD GENERAL COVID PROTOCOLS

Individual Tests Positive for COVID-19	<ol style="list-style-type: none"> 1. Identify any persons having “regular or close contact” with the affected person; 2. Contact Health Department; 3. Send out notification letters; 4. Individual must self-isolate until Criteria to Discontinue Isolation is met. <i>Persons with “severe illness” may need to isolate for up to 20 days, per CDC recommendations. “Severe illness” is a medical determination.</i> 5. Implement cleaning measures consistent with TEA/CDC protocols.
Symptomatic Individual With COVID-19 on campus	<ol style="list-style-type: none"> 1. If individual is a student, separate until the student can be picked up by parent/guardian. 2. Follow Criteria to Discontinue Isolation. 3. If Individual tests positive during isolation, follow criteria to end isolation and make appropriate notifications. 4. Clean areas used by individual showing COVID-19 symptoms utilizing cleaning protocols recommended by TEA and CDC.
Individual In Close Contact with COVID-19 affected person or Living With Someone Who has Tested Positive	<p>Individual should self-isolate/quarantine (<i>whether they test positive for COVID-19 or not</i>) until 14 days*after last close contact; then screened for COVID-19 symptoms upon return.</p> <p><u>CDC Definition of close contact:</u> Someone who was within 6 ft. of an infected person for a cumulative total of 15 min. or more over a 24-hr pd. starting 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test collection) until the person is isolated.</p>

Based on General Guidance from
CDC as of 10/21/20

General Protocols
rev. 10/26/20



*See updated/amended quarantine guidance, pages 45-46.

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

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- b. 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.
- c. 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.
- d. 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.
- e. 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 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:
 - Fever free without medication for 24 hours
 - Improvement in respiratory symptoms
 - 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

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- 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 cumulative 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 known date of close contact with the infected person.

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

*See updated/amended quarantine guidance, pages 45-46.

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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

- Cough
- Difficulty Breathing
- Shortness of breath
- Fatigue
- Chills, repeated shaking with chills
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Headache
- Sore throat
- Congestion or runny nose
- Loss of sense of taste or smell
- Diarrhea
- Nausea or vomiting
- 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.

Updated
on August
12, 2020

Edgewood ISD has purchased WelloStationX Kiosk for each school. This temperature scanning kiosk will provide an auto-mated and safe way to administer temperature screening. Students will have their temperature taken daily. Students with temperature $\geq 100.0^{\circ}\text{F}$ will be sent home.



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making wellness epidemic™

All students for whom it is developmentally appropriate, must wear a cloth face covering (over nose and mouth), except while doing an activity where the mask cannot be worn (e.g., eating). Pre K – 2nd grade students will be provided a face guard and a face covering. Pre-K students will wear the face covers as much as possible. Some students under the age of 5 years old or students with disabilities, wearing a face covering may not be developmentally appropriate. Students 3rd- 12th grade will be provided a face covering.

Updated
on July 24,
2020



COVID 19 PREPAREDNESS PLAN

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 may 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 will be notified 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.
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 24 hours
- 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* after the last close contact with person who is sick (based on time it takes to develop illness) or 14 days* after the person who is sick meets the criteria to end home isolation. If they do not experience any COVID-19 symptoms during

*See updated/amended quarantine guidance, pages 45-46.



COVID 19 PREPAREDNESS PLAN

that period, they can return to work/school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

COVID 19 PREPAREDNESS PLAN

Isolation Protocols

With the approval of the principal, the school nurse or assigned designee must identify a space within the school or school nurse's office for sick students and staff to wait when they 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 principal.

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:

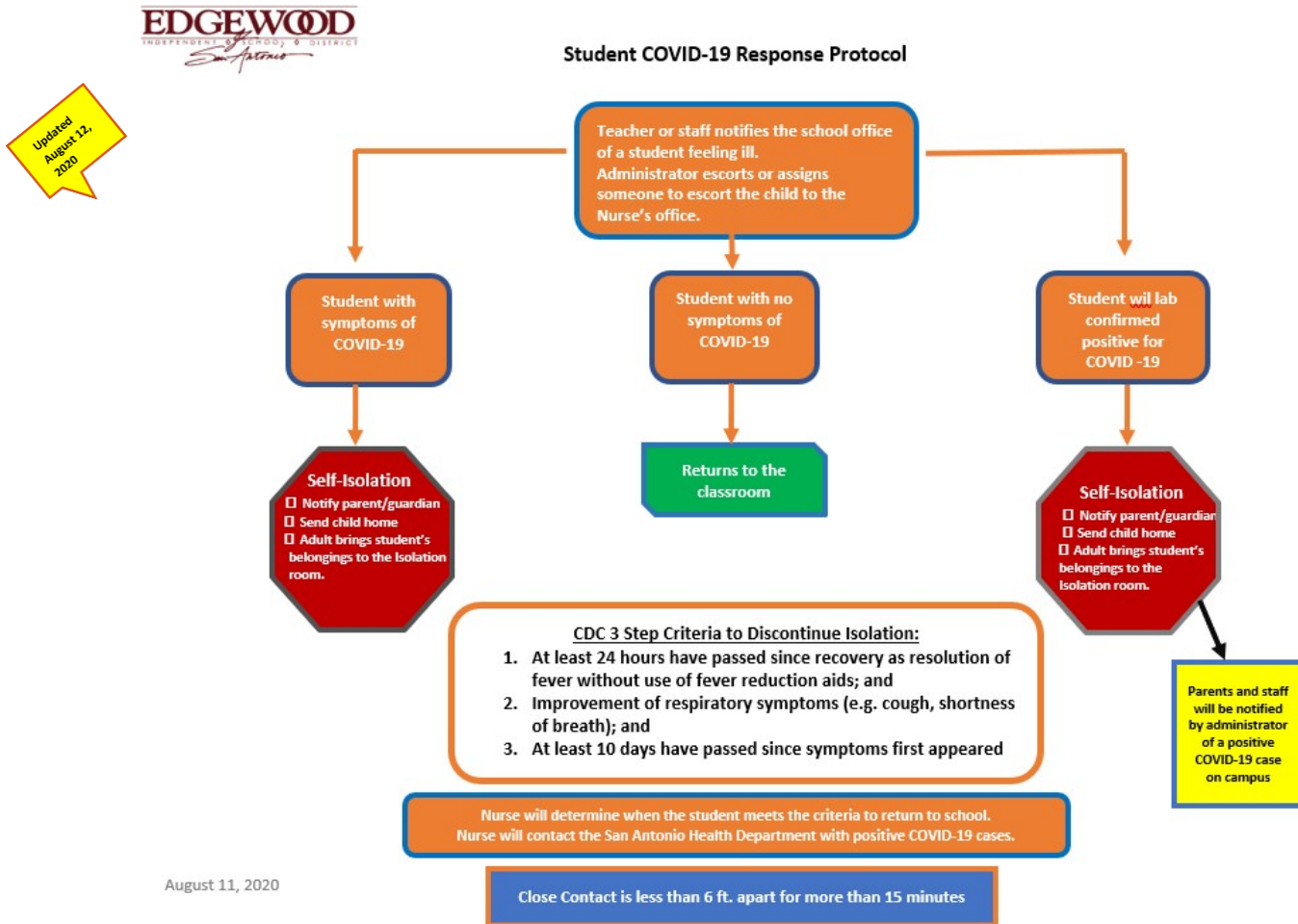
- Asthma
- Chronic kidney disease with dialysis
- Chronic lung disease
- Diabetes
- Hemoglobin disorders
- Immunocompromising illnesses (those on cancer treatment, bone marrow or organ transplantation, immune deficiencies, HIV with a low CD4 count or not on HIV treatment, and prolonged use of corticosteroids 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

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be requested to discuss the potential need for services such as homebound instruction and/or virtual learning.

Figure 2



August 11, 2020

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COVID STEP-BY-STEP PROTOCOL

Student with COVID-19 symptoms	<ol style="list-style-type: none"> 1. Nurse requires student to self-isolate until the following conditions are met: <ul style="list-style-type: none"> • See Flowchart Center Box (CDC 3 Step Criteria) <p>If a student with COVID-19 symptoms wants to return to school without completing the self-isolation period, the student must provide a note from a health care professional indicating the student may return to school based on an alternative diagnosis or provide proof of negative molecular tests, (using respiratory specimen).</p>
Student who is lab confirmed positive for COVID-19	<ol style="list-style-type: none"> 1. Nurse, administrator and teacher will identify any persons having “regular or close contact” with the affected person; 2. Nurse contacts campus administrator and reports case to the District Nurse Coordinator and Metro Health District; 3. Campus Administrator notifies all parents and staff of the COVID-19 positive case; 4. Persons having regular or close contact with the affected individual are “potentially exposed”. The “potentially exposed” individual must: <ul style="list-style-type: none"> • Quarantine for 14 days* and transition to virtual learning or telework if possible. 5. Require COVID-19 positive student to self-isolate until CDC conditions are satisfied. <p>See Flowchart Center Box (CDC 3 Step Criteria)</p>
Student lives with someone who has tested positive for COVID-19 and cannot avoid continued close contact	<ol style="list-style-type: none"> 1. Student must self-quarantine for the entire infected person’s isolation period plus an additional 14 days* (time it takes to develop symptoms), starting after the last day of the infected person’s isolation period. Virtual learning will be the mode of instruction for this student.

August 31, 2020

*See updated/amended quarantine guidance, pages 45-46.

Mental Health and Wellness Plan

Updated
October 30,
2020

Supporting the mental health and wellness of students and staff in our school environment is important every day, however, with the added stresses of a pandemic in our daily lives, it now more important than ever. Students, staff, and families are experiencing more stressors as a result of the pandemic--- economic hardship, health concerns, employment challenges, and fears about the uncertainty and dangers of our current environment. These added stressors bring the importance of supporting mental health and wellness to the forefront now more than ever in order to create and maintain a positive, supportive school environment for us all.

Supporting our personal development through self-care strategies, building relationships among students and staff, through shared social-emotional learning experiences, and by supporting specific emotional support and resource needs through responsive services for students and staff are all key steps to maintaining our positive, supportive school environment. Putting proactive learning experiences in place for adults and students improves our collective ability to support each other as we manage stress and the ever-changing school environment during the pandemic, and it will help us respond more effectively to the needs of our Edgewood Family.

Edgewood ISD takes a four-pronged-approach to supporting mental health and wellness by addressing the following four areas for all students, staff, and families:

1. Education
2. Self-Care
3. Relationships
4. Resources

- 1. Education:** In addition to COVID safety training for all members of our school community, our mental health and wellness plan includes training for daily social-emotional learning, weekly family outreach and awareness activities, specific training for staff around social-emotional learning models and trauma-informed care, and shared experiences with naming and managing emotions and responsible decision-making.
- 2. Self-Care:** Through direct teaching of mindfulness practices and coping strategies, our students, staff, and families develop a common language and experience around self-care and self-management strategies and develop self-awareness through weekly reminders, lessons, resources, and newsletters.
- 3. Relationships:** We set aside time daily for students to build relationships with their teachers through social-emotional learning time during WINS time. Our counseling department responds to specific student needs through responsive services and staff and student check-ins. In addition, we provide lessons and community activities to activate relationship-building and provide opportunities for connection through mentorships,

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wellness partners, and wellness groups. Finally, we utilize outreach formats, such as home visits to build connections with families and assist with specific needs.

4. Resources: To support mental health and wellness, we provide campus counseling support, support through community partnership resources, direct support through our mental health hotline and maintain ongoing problem-solving and support through our district mental health and wellness MTSS team.

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 measures such as complete the self-screener form, allow a temperature check, wear a face covering (over nose and mouth) and maintain social distancing.

Schools will restrict visits to only those essential to school operations. Visitors are encouraged to call for appointments. Please see video that explains the protocols for visitors in English or Spanish. <https://youtu.be/OxJ3LTSUDdc> (English) or <https://youtu.be/71qLiBR1vDY> (Spanish)

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



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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.

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

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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.
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/departments 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.

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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.

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

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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>

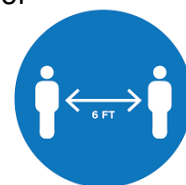
This portion of the Team Nutrition website provides links to resources related to hand washing.

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

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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: *(Measures may fluctuate in accordance with the San Antonio Metropolitan Health District's current community and school health risk level indicator. <https://covid19.sanantonio.gov/Home>)*

- 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.

*See updated/amended guidance on physical distancing, pages 51-52.

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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 on 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. Outdoor sports are allowable only if they can be conducted in accordance with [University Interscholastic League](#) (UIL), Department of State Health Services and TEA guidance. See Appendix B.
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

*See updated/amended guidance on physical distancing, pages 51-52.

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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 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 wear a face covering (over nose and mouth) while on the bus with the exception of individuals for whom it is most likely not developmentally appropriate, such as those younger than five years old and those with disabilities.
2. Students, teachers, and staff should use hand sanitizer before boarding the bus.
3. When possible, schools should open windows to allow outside air to circulate in the bus.
4. Encourage families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on buses.
5. 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.

Meals

Meals will be prepared, packaged and made available for student pick up.

Breakfast – Cafeteria staff will be at each designated entrance when students arrive. Each student will pick up their Gran-n- Go breakfast. Each child will eat at their designated location determined by the principal.



Updated
on July 24,
2020

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Lunch – Students will pick up the lunch in the cafeteria. Each child will maintain their mask and social distance in line. The child will be assigned locations to eat their lunch by the campus principal.

(See Appendix C for Child Nutrition Department Guidelines)

Updated
on August
12, 2020

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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).

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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.

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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

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- Daily website postings or podcasts by the Superintendent as needed to update the public on most recent events and information.
- 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 @eisdofSA, 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 other requirements such as the need for parents and visitors use a face covering 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 Department of Student Support Services & 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 and Health Committee and it will be updated as necessary.

COVID 19 PREPAREDNESS PLAN

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 6 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.

COVID 19 PREPAREDNESS PLAN

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 (CDC) 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.

3) 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 **E/SD** 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.

COVID 19 PREPAREDNESS PLAN

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 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.

Appendix B



2020 – 2021 U.I.L. COVID-19 Mitigation Guidelines

FACE COVERINGS

1. Face coverings include non-medical grade disposable face masks, cloth coverings or full-face shields.
2. All employees, parents, visitors and students 5 years of age or older must wear face coverings upon entry to an area where UIL activities are being conducted and when not actively participating.

Exceptions: Any person with a medical condition that prevents wearing a face covering and while consuming food or drink.

REQUIRED SCREENING

Practices and activities: Athletes, student trainers, student managers, athletic trainers and coaches must follow district COVID-19 screening policies.

- 1.: Schools must require all staff and students to screen for COVID-19 before participating in all UIL practices and activities.
- 2.: Parents must ensure that that they do not send a student to participate in any UIL activity that has COVID-19 symptoms.
- 3.: All visitors to include fans, media and anyone, that is not part of a student activity group, must be screened prior to entry to any EISD athletic activity.
- 4.: The Athletic Department's staff is permitted to prevent any individual who fails the screening criteria from being admitted to facilities where UIL activities are being conducted. Any individual for whom screening cannot be confirmed should be presumed as being symptomatic until otherwise confirmed.

INDIVIDUALS CONFIRMED or SUSPECTED with COVID-19

- 1.: Any individuals who themselves are either lab confirmed to have COVID-19 or experience COVID-19 symptoms must stay at home throughout the infection period until EISD screens the individual to determine that any of the following conditions for re-entry have been met:

COVID 19 PREPAREDNESS PLAN

- a.) At least 24 hours have passed since recovery without the use of fever reducing medication, improvement in symptoms has occurred or at least 10 days have passed since symptoms first appeared.
- b) In the case of an individual who has COVID-19 symptoms and has not been medically evaluated that person is presumed to have COVID-19 and that person may not return to campus until conditions listed in letter (a) are met.
- c) An individual that has COVID-19 symptoms and wishes to return to school before meeting the stay at home conditions must either obtain a medical professional's note clearing the individual based on an alternate diagnosis or receive 2 separate confirmations, at least 24 hours apart, stating that they are COVID-19 free via acute infection tests from an approved COVID-19 testing location.
- d) If an individual is diagnosed with COVID-19 and wants to return, prior to returning to participate in an UIL activity, the student athlete must be cleared from a physician with a written document. This written document will be given to the Athletic Trainer, who will then give a copy to the school nurse.**

This change requires that a student who has been diagnosed with COVID-19 to receive clearance from a physician prior to returning to participation in UIL activities.

Symptoms:

Feeling feverish with a temperature ≥ 100.0 , loss of taste/smell, cough, difficulty breathing, shortness of breath, fatigue, headache, chills, sore throat, congestion or runny nose, shaking or exaggerated shivering, significant muscle pain or ache or diarrhea nausea or vomiting

Required Actions:

In the event that an individual who has been in areas where UIL activities have taken place and is lab confirmed to have COVID-19 must contact EISD administration, the local health department, close areas in which the infected person frequented and follow district procedures in communicating possible exposure to all individuals involved.

PERFORMANCE AREAS, BAND HALLS, LOCKER ROOMS and other CONGREGATE SETTINGS

1. Hand sanitizer, disinfecting wipes, soap and water must be readily available in these areas

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2. All congregate areas must be regularly and frequently cleaned and disinfected, especially the most frequently touched surfaces such as doorknobs, desks, tables, lockers, etc.
3. Any equipment kept in a student's locker must be cleaned daily
4. Staff must be assigned to monitor locker rooms and other areas where students might congregate
5. Students and staff must be required to wear facial coverings while inside locker rooms, meeting rooms, training rooms, band halls and other areas in where students may congregate
6. All departments must follow district cleaning guidelines for mitigating the virus

Practice and Rehearsal Activities:

1. All surfaces in practice areas must be cleaned throughout and at the end of the day
- 2.: Any equipment should be cleaned during and at the end of the day
3. If any food or drink is provided to students, staff must ensure that those products are not shared by the students

Game, Contest and Event Management: The following guidelines along with UIL Constitution and Contest Rules must be followed

Teams and Participants:

1. If district transportation is provided, EISD and TEA guidelines must be followed
2. Teams and participants are required to wear facial coverings as mandated
3. The host school must provide a cleaned area for teams to load and unload buses separate from fans and spectators
4. Visiting team locker rooms must be cleaned prior to a team's arrival and access must be limited to team members and coaching staff
5. Before each game, contest or event schools must follow the screening process for staff members, contractors, judges, officials and any individuals working the event
6. Fan and spectator areas must be at least 6 feet from team benches or student performance groups.

COVID 19 PREPAREDNESS PLAN

7. Food and water provided for the teams and performance groups by EISD may not be shared
8. Other areas used during a game or contest, such as Press Box must also be cleaned prior to the beginning and after the conclusion of the event
9. The host school must provide judges and officials must provide an entrance separate from that of the fans and spectators
10. Pregame or pre-event meeting between teams and/or sports officials and contest judges must be done in an area that allows for social distancing
11. Pregame and post-game gestures must comply with COVID-19 guidelines
12. Entry and exit plans for teams and contest participants must be provided separate from that of fans and spectators

Student Groups not directly involved in the game or contest:

1. These groups must stay separate from the game or contest participants and avoid mixing with non-group members
2. Student groups are required to wear facial coverings
3. A limit on groups and their numbers is recommended
4. Fans and spectators must be located at least 10 feet away from bands playing wood wind instruments
5. These students should maintain appropriate distancing from game and contest participants at all times

Spectators, Audience, Fans and Media:

1. Signage depicting that people exhibiting COVID-19 symptoms may not enter the venue must be posted in public view
2. Spectators, media, fans and all in attendance must wear facial coverings
3. Event venues are encouraged to utilize remote ticketing option to help manage capacity and limit face to face contact
4. Athletic and contest venues should have reserved entry times in order to limit mass entry

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5. Groups should maintain social distancing (a group is defined as 10 or less)
6. Schools should not allow seating in consecutive rows while maintaining 6 feet of social distancing
7. Pathways for spectator entrance and exit should be clearly marked
8. Schools should provide hand sanitizing stations upon entry to a facility
9. Handrails, seating and other common areas should be cleaned before and at the conclusion of a game or contest
10. Press box seating should allow for social distancing
11. Media access should be limited
12. Post-game interviews must be conducted while maintaining social distancing and wearing facial coverings

Concession Stands and Food Service at Games and Contests:

1. All concession staff, vendors and contractors must wear facial coverings
2. Condiments and silverware should be sealed and individually wrapped
3. Food service areas and counters must be regularly cleaned and sanitized
4. Limit contact between concession workers and patrons as much as possible
5. Before each game all concession workers, contractors and vendors should follow the COVID-19 process

MISCELLANEOUS:

For additional and pertinent information please visit the TEA, UIL and the EISD websites.

Appendix C

School Nutrition Safety Procedures COVID-19

Employees are always required to wear face mask coverings during work hours except during meals or as approved by the department director and may supply their own. The department will supply disposable masks with instructions for multiple uses and/or face shields. All employee must work in distances of six feet apart or more and talking must be limited to work inquiries to avoid emissions from the mouth. If an employee/manager consultation is scheduled, please utilize/set-up an area where 6 feet or more of distance is available as well as privacy to maintain confidentiality. The use of the School Nutrition Directors office and/or Conference room may be requested for use if a space in your kitchen is not available. Please call the School Nutrition office at 210.898.4037 to reserve the room and it is recommended that you notify your supervisor so that he/she can attend the session and provide guidance if needed. Area and Warehouse supervisor may invite the CN Director to sit in on meetings involving sensitive issues or addressing violation of district and department procedures with an employee.

Exposure to a person that has tested positive to COVID 19 testing in these procedures is defined as the employee being within 6 feet with a person who is lab confirmed to have COVID-19 for more than 15 minutes consistently.

All School Nutrition Specialists, Line Operators and Assistant Managers are to notify their campus manager immediately of exposure as described in these procedures with a person that has tested positive to COVID 19. If an employee gains knowledge of exposure, they must notify the manager. If the campus manager is not available prior to the start of their shift, the employee must contact the Area Supervisor.

If an employee calls prior to or during the workday describing ailments that may or may not be included in the assessment as follows:

- Cough
- Difficulty breathing
- Shortness of breath
- Congestion or runny nose
- Chills
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Fatigue

COVID 19 PREPAREDNESS PLAN

- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea or vomiting
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees

The manager will note the call, inform the employee that they must stay home, notify them that they must contact Risk Management immediately and will provide them with Risk Managements contact information. The symptoms listed are already potential contaminants for food safety, therefore; If any employee develops shows symptoms throughout the workday, he/she will be sent home and instructed to call Risk Management immediately. If the employee has concerns or feels the decision is faulty they may be quarantined in the designated isolation room located at the CN office at 131 Guthrie street if it is available and the employee must make contact with someone by phone at the office prior to arriving and exiting their vehicle. The office number is (210)898-4037.

Hours of notification must be:

Prior to 9:00PM the evening before working

Between 5:00-6:00AM the day of work; do not arrive with this information. If you are unsuccessful in reaching anyone by phone you may send a text message AND a voicemail on the manager's office phone.

School Nutrition Employee Self Screening and Temperature Procedures at Campus Level:

School Nutrition Employees will complete the assessment using the PDF each morning prior to exiting their vehicle. All employees are required to arrive no later than 6:30AM with the PDF form completed and ready to submit to the manager. The manager or key-holder will exchange forms and take each other's temperature then the manager will begin screening the employees by taking their temperature and collecting and reviewing the forms **as they enter**. If there is a Y answer the employee must wait in a designated area near the entrance/exit until the manager is available. Currently all campuses are to utilize the PDF. Electronic submissions will not be valid.

Campus managers must send a notification via email, phone call or text to their supervisor daily stating if everyone cleared or there was an issue and complete the campus screening roster that has been shared with all on the cloud.

COVID 19 PREPAREDNESS PLAN

Late arrivals must wait in a designated area until they have been cleared before they clock in and begin working.

SN Office Staff:

The warehouse staff and SN Director screen for the SN office and Warehouse

Warehouse and SN Director report to the office unless needed at a campus

The SN Director will Screen office staff as they arrive unless she is not available the warehouse supervisor or other office staff will exchange temps and screenings. Office manager enters the status of the office (Y or N to all/for all) on the shared roster by 7:15 each morning.

Area Supervisors will resume working from campuses effective August 3, 2020 and are required to report to a ***different*** campus each morning to ensure screening procedures. They will be screened along with campus staff to ensure procedures are followed are done correctly and pick up a “I have been screened card” prior to visiting the next campus. Supervisors will assist with the safe distancing of 6 feet or more practices and move staff around accordingly if a facility cannot fit all present staff to work safely in food prep areas. They are required to contact the School Nutrition Director if any issues or violations arise with safety procedures.

All CN staff visiting campuses for any reason must enter through the kitchen entrances. If for any reason the entrance is not accessible the staff and campus administrator will be notified about the alternate entrance they will use. Risk Management COVID Hotline: 210.241.2645

COVID 19 PREPAREDNESS PLAN

Face Coverings Permitted

Mission

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

Vision

For every child, success in life.
Edgewood Proud!

Five Guiding Principles

Accurate and Timely Communication

Health and Safety

Continuity, Mental Health, and Well Being

High Quality Instruction

Educational Equity

Outcome

Graduate ALL scholars with College, Career, or Military Ready per their expected date of graduation!



Health and Safety Committee Face Coverings Permitted

The District Safety and Health Committee recommends the following information on the type of face covering permitted for all employees to wear.

- Proper manner to wear a face covering
- Type of face covering permitted and not permitted
- Reasons to support the types of face covering permitted and not permitted

Baylor
College of
Medicine

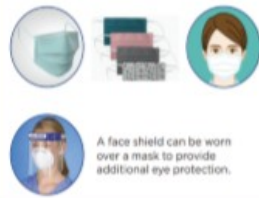
COMPARING FACE COVERINGS

Face coverings help reduce the spread of COVID-19 by reducing droplets if the face covering is over the nose and mouth. Face coverings are important when in close proximity to others and you are unable to socially distance.



PERMITTED

- Face coverings **should**—
- Completely cover nose and mouth
 - Fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be laundered and machine dried without damage or change to shape
 - Be pulled so that the bottom part of the mask is below the chin.



A face shield can be worn over a mask to provide additional eye protection.



NOT PERMITTED

- Face coverings **should not** be worn under the nose, around the neck or forehead.
- Studies have shown that neck sleeves/gaiters, bandanas or scarves are less effective than other types of face masks and **should not** be worn.



Face coverings **should not** be made of mesh material; mesh does not cover the mouth and nose.

A face shield without a mask **does not** provide adequate protection.

Resources:

Considerations for Wearing Masks <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#recent-studies>
How to Select, Wear, and Clean Your Mask <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>



Ways to Keep Safe - The Three W's

Watch your distance

Keep at least 6 ft. away from others when possible. Distance reduces the risk of catching COVID-19.



Wear your mask

Face masks must completely cover the nose and mouth, fit snugly against the face and be secured with ties or ear loops.

Best time to take off face coverings is outside and at least 6 ft. away from others. Taking breaks from wearing face coverings is permissible as needed and appropriate.

Face shields are available for ECC and Pre-K – 2nd grade students only

- ❖ Students should try to wear the face covering and shield when possible.

Face coverings should have multiple layers of fabric yet allow for breathing without restriction.

Label the child's facemask with a permanent marker.



Wash your hands

Hands should be washed many times throughout the day.

Washing hands with soap and water for at least 20 seconds is the norm.

Hand sanitizer will be available in the hallways and in classrooms.

*** Staff or students with symptoms or has close contact with someone who tested positive with COVID-19 will be sent home if at school.**

COVID 19 PREPAREDNESS PLAN

Mission

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

Vision

For every child, success in life.
Edgewood Proud!

Superintendent Goals

- Focus on Student Success
- Focus on Students, Families and Community

Outcome

Graduate ALL scholars with College, Career, or Military Ready per their expected date of graduation.

Contact us!

Student Support Services Department
210-444-7914
210-444-4565



A Resource for Parents and Guardians: Planning for In-Person Instruction on Campus



- Complete the health-screening questionnaire once a week for your child. Your child may not be allowed in the classroom if you do not complete the health-screening questionnaire and you will be notified. (details pending)
- Make sure your contact information is current at school, including emergency contacts and individuals authorized to pick up your child (ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.



- Facemasks must completely cover the nose and mouth, fit snugly against the face and be secured with ties or ear loops.

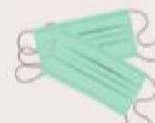
- Facemasks should have multiple layers of fabric that allow for breathing without restriction.

- Practice with your child putting on and taking off facemasks without touching the cloth.

- Label your child's facemask clearly with permanent marker so they are not confused with those of other children.

- Consider providing your child with a container (e.g., labeled resealable bag) to bring to school to store their cloth face coverings when not wearing it (e.g., when eating).

- Have multiple cloth face coverings, so you can wash them daily and have back-ups ready.



- Children under the age of 5 years are not required but strongly encouraged to wear a facemask.

- Individuals with certain medical conditions or those with developmental disabilities will not be required to wear a facemask.

- Students with Asthma: Due to COVID-19, nebulizer treatments will not be administered in school due to the aerosolization of respiratory droplets. Please speak with your child's health care provider regarding the use of an inhaler (with spacer & mask) in place of nebulizer treatments and update the Asthma Action Plan.



- Review and practice proper hand washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a cloth face covering or mask. Make hand-washing fun and explain to your child why it is important.

★ *Reminder* - Since the water fountains at school may be restricted, consider packing a water bottle for your child.

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• Check in with your child each morning before they leave home, for signs of illness. If your child has a temperature of 100 F degrees or higher, or complains of chills, sore throat, cough, diarrhea, vomiting, headache, body aches, fatigue, congestion or runny nose, they should stay home until they meet the 3 step criteria below:

- Fever free (without the use of Tylenol/Motrin) for at least 24 hours
and
- Until there is improvement in symptoms
and
- Until it has been at least 10 days from the first day symptoms appeared



Note: While on campus, if your child complains of or presents with COVID-like symptoms as described above, he/she will be placed in an isolation room and assessed by the school nurse or designee. You will be notified to come pick up your child as soon as possible. Your child will not be able to return to class. Therefore, please ensure your contact information is up to date and the emergency contacts you list can be reached at any given time.

If your child has had close contact to a COVID-19 case, he/she will need to stay home and you should notify the school nurse or front office and your child's teacher. You will then be given further instructions when your child can return to school and online instruction.



What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Plan for possible school closures or periods of quarantine. If transmission is increasing in the community or if multiple children or staff test positive for COVID-19, the school building might close. Similarly, if a close contact of your child (within or outside of school) tests positive for COVID-19, your child may need to stay home for a 2-week quarantine period. You may need to consider the feasibility of teleworking, taking leave from work, or identifying someone who can supervise your child in the event of school building closures or quarantine.

You will be notified when there is a positive COVID-19 case at school and you will receive a separate notification if your child is considered to have been in close contact with that positive individual.

If your child requires medication or a special procedure during the school day, please call the school nurse ahead of time to make an appointment. You will need to bring signed authorization from your child's healthcare provider as well as the medication in the original container. Medication authorization forms and action/management plans can be found at: <https://www.eisd.net/about/departments/health-wellness/forms>



Make sure your child is up-to-date with all required vaccines. Updated immunizations or valid conscientious exemption waivers are required every school year. Check with your health care provider or school nurse to see if your child's immunizations are up to date.

**Thank you Edgewood ISD parents and guardians for your patience and support during these challenging times.
We look forward to our students' safe return to campus!**

Social Distancing with other preventative measures



1

Social distancing is keeping a safe space between yourself and other people who are not from your household. COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period.

- Meet virtually with other staff when possible
- Try to avoid eating lunch together in a confined space
- Avoid multiple social gatherings in classrooms and offices, i.e. luncheons, face to face planning in a classroom
- Keep mask on properly at all times when possible
- Avoid driving in a vehicle with others who are not in the same household.



2

Face coverings are meant to protect people in case you are infected and do not know it. Certain face coverings are more effective than others. Wearing face coverings over your nose and mouth properly is crucial to protect yourself and others. The mask is not a substitute for social distancing.



3

Washing your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

It is especially important to wash:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your mask



For other tips on staying safe from Covid-19, visit www.eisd.net/safe-start.

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<https://www.uil texas.org/policy/covid-19>
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