

HUTTO ISD AUGUST 2020-21 SAFETY FOR RE-OPENING

(Updated February 3, 2021. Subject to change based on State updates)

INTRODUCTION

The health and safety of our staff and students remain our highest priority. While it is not possible to eliminate all risk of furthering the spread of COVID-19, this guidance document contains information on four sets of practices that minimize the likelihood of viral spread. These protocols and guidelines will be modified based on public health and governmental directives, and advancing scientific knowledge on the transmissibility of COVID-19. We also believe that educating our students about proper hygiene techniques and necessary safety measures to prevent the spread will not only keep them safe but will also keep their respective families safe.

The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19 and some severe outcomes have been reported in children, relatively few children with COVID-19 are hospitalized or have severe symptoms. That being said, a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others.

The same is true for adults. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with preexisting health conditions that place them at higher risk.

Hutto ISD is consistently implementing the Williamson County and Cities Health District, **TEA Public Health Guidance**, and Centers for Disease Control and Prevention (**CDC**) recommendations to the extent feasible. There will possibly be situations that necessitate temporary school closure due to positive COVID-19 cases in schools. Parents, educators, and school administrators should be prepared for this in the event that it occurs, while actively working to prevent it through prevention and mitigation practices. This document will provide guidance on the actions the school district will take when there is COVID-19 event.

TEA recommends the utilization of four sets of principles to significantly reduce the risks to students, teachers, staff, and their families. Our safety plan adheres to these principles.

1. **PROVIDE NOTICE:** Requirements for parents and public notice
2. **PREVENT:** Practices to prevent the virus from entering the school
3. **RESPOND:** Practices to respond to a lab confirmed case in the school
4. **MITIGATE:** Practices to mitigate the likelihood of spread inside the school

PROVIDE NOTICE - STAFF

- All **staff** instances must be reported to Human Resources, covidHR@huttoisd.net
- Staff shall update their contact information for timely notification.
- All COVID-19 related health information will be communicated as needed by the Human Resources Department.
- All positive cases of COVID-19 will be reported to the local health authorities as required.
- All COVID-19 exposures to staff will be communicated daily. Human Resources and Health and Safety will create the communication. The Director of Communications will send out the communication to the campus / facility.
- All contact tracing will be conducted by the Human Resources Department. Determining close contact with other students or staff is a specific process. No other personnel are to take on this responsibility.
- When a student or staff member tests positive, staff members are not to communicate that information directly with other colleagues or parents.
- A general notice that someone has tested positive on the campus is NOT an indication that everyone must self-quarantine.
- COVID-19 questions and concerns can be submitted via email to coronavirus@huttoisd.net.

PROVIDE NOTICE - STUDENTS

- All **student** instances of COVID-19 exposures, isolation, quarantine, and testing must be reported directly to the campus nurse.
- All COVID-19 related health information will be communicated as needed by the Human Resources Department and Health and Safety Department.
- All positive cases of COVID-19 will be reported to the local health authorities as required.
- All COVID-19 exposures to students and staff will be communicated daily. Human Resources and Health and Safety will create the communication. The Director of Communications will send out the communication to the campus / facility.
- Student contract tracing will be conducted by the campus nurse and administrator. Determining close contact with other students or staff is a specific process. No one else is responsible for this process.
- When required, COVID-19 specific information will be shared between health offices district-wide to assist with contact tracing, notifications, and exclusions.
- Parents will also receive a separate, specific notification if a student has been compromised in any way and self-quarantine and/or doctor evaluation is required. A general notice that someone has tested positive on the campus is NOT an indication that everyone must self-quarantine.

SAFETY GUIDELINES FOR IN-PERSON SETTINGS

The District budgeted for the necessary cleaning and sanitization supplies that will be needed to open the schools in August. The Texas Education Agency also provided additional supplies to school districts. All classrooms will be equipped with plenty of hand sanitizer, and bathrooms will be stocked with soap and paper towels. Teachers should not need to purchase additional supplies. All outside cleaners and chemicals are

prohibited, as schools are required to follow certain guidelines for the cleaning supplies we allow on surfaces used by children and or that are used in school facilities.

All students will receive instruction during the first week of on-campus school on appropriate hygiene practices and mitigation strategies, and these will be reinforced throughout the school year. We have faith that our students will embrace doing their part to keep their home and school families safe.

<p>AT HOME SCREENING</p>	<p>All employees are expected to conduct a self-health screening every morning before reporting to work. Employees exhibiting COVID-19 symptoms should not report to work and should contact their immediate supervisors as soon as possible. Also, parents are expected to screen their children each morning before allowing them to go to school. Any student exhibiting COVID-19 symptoms, being tested for COVID-19, or has been exposed to someone who is COVID-19 positive should not report to school.</p>
<p>STUDENT ARRIVAL / DISMISSAL</p>	<p>ARRIVAL</p> <ul style="list-style-type: none"> • We will ask parents to avoid early drop-offs in the morning. • Students will arrive by walk-up, bicycles, car drop-off, or school bus but parents/guardians will not be able to leave their cars or enter the building. • Use hand sanitization upon entry. • Staff and students will use masks upon entry and in transition until arrival to a classroom. • All teachers will be on duty upon arrival to campus. Principals will determine specific duty assignments. • Staff and students should plan to bring their personal water bottles from home. <p>DISMISSAL</p> <ul style="list-style-type: none"> • Campuses may designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade levels will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. • Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. • Staff and students will use masks at dismissal and until they exit the school building. • Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.* <p><i>*Early pick-ups are not permitted one hour before the dismissal time.</i></p>

MASKS / FACE COVERINGS	<ul style="list-style-type: none"> • We will require students and staff to wear masks on school buses, upon entry into the school, and any time in transition as students move from one classroom or space to another. • Students will need to provide their own personal facemasks. • Students may remove their masks once they are in the classroom if they are 6 feet apart and under the age of 10 (per the Governor's Executive Order). Staff can require students to wear them when they engage in small group, close proximity activities. • Face coverings must be worn any time we cannot maintain a six-foot distance from another person. • Plexiglass dividers are in place for office staff, librarians, and teachers that regularly engage in small group activities. • Administrators have worked on plans to intervene for students that refuse to wear a mask, including educating the students and parents and/or moving the student to a location safe for other persons. • Students will need to wear a face mask any time they leave their classrooms, such as when going to the bathroom, and any time in transition. • Face masks must completely cover the nose, mouth, and chin. • Ill fitting, soiled, or damaged face coverings will be replaced by the campus from the district provided PPE supplies
CLASSROOM	<ul style="list-style-type: none"> • Teachers will monitor students throughout the day and refer them to the nurse if COVID-19 symptoms are present. • Each classroom will be outfitted with the following: <ol style="list-style-type: none"> 1. Visual reminders of distancing requirements will be in all classrooms, marking off areas for common spaces and distancing best practices. 2. Refillable alcohol-based hand sanitizer stations 3. Access to disinfectant wipes/sanitizing solutions to sanitize working surfaces • Teachers will: <ol style="list-style-type: none"> a. Require hand hygiene before entering the classroom and after group activities. Campus staff will teach hand hygiene and infection prevention strategies. b. Have students engage in handwashing for at least 20 seconds at least two times a day in addition to being encouraged to wash hands after using the restroom and before eating. c. Have students cover coughs and sneezes with a tissue, then throw the tissue away; hands should be washed immediately or hand sanitizer used. They will also be taught to sneeze or cough into their arms when a tissue is not within reach. d. Increase the space between desks and utilize every square inch of available space to create distance between students. e. Face desks in the same direction. f. Require students to wear face masks when a six foot distance cannot be maintained. g. Establish student responsibilities to clean personal areas and

	<p>materials/supplies with hand sanitizer, disinfectant wipes, and other self-cleaning products.</p> <p>h. Incorporate outdoor teaching when appropriate.</p> <p>i. Keep classroom doors open to improve circulation and reduce the touching of the door handles.</p> <ul style="list-style-type: none"> Teachers and staff will have access to disinfectant wipes/sanitizing solutions to sanitize high-touch and working surfaces and shared objects regularly. Teachers and staff will limit the use of shared supplies when possible; shared supplies will be sanitized between use. On the first day a student attends school on campus, schools must provide instruction on proper hygiene practices and other mitigation practices.
ISOLATION PROTOCOLS	<p>Student or Staff Displaying COVID-19 Symptoms</p> <ul style="list-style-type: none"> When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home to quarantine. Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian. Quarantine and isolation periods will be determined by the campus nurse based on several factors including, but not limited to their clinical assessment, student records, contact tracing, guidance from Williamson County and Cities Health District, TEA Public Health Guidance, and CDC recommendations. Quarantine/isolation requirements can range from 10 - 24 days or more depending on the situation. Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected. District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member. Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members. Students and staff who have tested positive for COVID-19 may be required to submit a letter of good health from a physician's office prior to returning to school. Students or staff who come into close contact with a COVID-19 positive individual must self-quarantine for 14 days and may not return to campus during that time even if they do not have symptoms. Parents will receive a specific notification about this requirement. A general notice that someone has tested positive on the campus is NOT an indication that everyone must self-quarantine. Quarantine and isolation dates may vary. Campus nurses will share and verify information with other campuses and healthcare providers as needed. HIPAA regulations prevent us from disclosing health information with the general public.

	<p>Quarantine vs. Isolation</p> <ul style="list-style-type: none"> Quarantine keeps someone who was in close contact with someone who has COVID-19 away from others. <ul style="list-style-type: none"> Quarantine means to stay home and to stay away from other people People who were near someone with COVID-19 must quarantine Quarantined individuals may not come on district property or attend any district event Quarantined individuals must notify the campus nurse if they or any member of your household develops COVID-19 symptoms or test positive for COVID-19 during their quarantine period. A negative COVID-19 test is not required and will not reduce the duration of the quarantine period Isolation keeps someone who is sick or tested positive for COVID-19 (with or without symptoms) away from others, even in their own home. <ul style="list-style-type: none"> Isolation means to stay away from other people including people in your own home People with COVID-19 must stay in isolation People with COVID-19 must remain in one room of the home to the extent possible Individuals in isolation may not come on district property or attend any district event even if they do not have symptoms. All individuals in the same household of any positive person must quarantine for the duration of the positive person's isolation and for 14 days after the last exposure. A negative test is not required to leave isolation and will not reduce the duration of the isolation period <p>Getting the COVID-19 vaccine does not eliminate quarantine or isolation requirements</p>
COMMON AREAS AND TRANSITIONS	<ul style="list-style-type: none"> Students and staff will wear protective face coverings. Staggered releases from each class may be organized to limit the number of students in the hallway during transitions. When transitioning between classes, students will travel corridors as far to the right as possible. Visual markers are in place to help students maintain physical distances and adhere to established campus traffic flow in hallways. Traffic patterns -have been established throughout the campus that separates individuals to the greatest extent possible. Where possible, one-way traffic throughout campus corridors-has been established. Classroom doors will be propped open to reduce high touch areas. Access to hand sanitizer will be provided throughout the campus.
ELEMENTARY PHYSICAL	<ul style="list-style-type: none"> Physical education is required every day at elementary schools. Exercise hand hygiene before and after participation.

EDUCATION	<ul style="list-style-type: none"> • We will attempt to keep classes separate from each other. • Use outdoor activities as the weather permits and facilities allow; limited on indoor activities unless students can be spaced six feet apart. • Require masks when social distancing cannot be maintained. • Enhanced disinfecting of PE equipment in between classes
WATER	<ul style="list-style-type: none"> • Staff and students will need to bring water bottles from home. • Staff may fill their water bottles at school but they cannot use the water fountains (to prevent touching the surfaces). • Drinking fountains will be transitioned to water fill stations on all campuses, but this process will take time.
BREAKFAST AND LUNCH	<ul style="list-style-type: none"> • Some students will eat breakfast in the cafeteria and some students will report directly to 1st period or homeroom. This varies by campus due to size and numbers of students. Principals will have more details. • Staff members are encouraged to avoid gathering in groups of more than four people for lunch. Staff will have a 30 minute duty-free lunch, as usual, as well as their 45 minute duty-free conference period time. • Signage and staff will reinforce physical distance and traffic patterns in the cafeteria. • Students will wash or sanitize their hands before eating. • Hand sanitizer stations will be available at entrances and exits of the cafeteria. • Every campus has devised lunch schedules and formats, including outside areas, that allow students to eat safely while mitigating the possible spread of any contagion. Due to the differences in student numbers and cafeteria size, each campus has had to have a slightly different approach. Mitigating factors used by campus could include social distancing, physical barriers between students, eating in locations other than the cafeteria, and facing students away from each other. Campus will be detailing their efforts individually. • We will not offer self-serve food or drink options, such as hot and cold food bars, salad or condiment bars, and drink stations. • We will serve individually plated or pre-packaged meals.
RECESS	<ul style="list-style-type: none"> • Students will remain within their classroom “pod” and not interact with students from other classes. • Playground equipment will be sanitized during the day. • We will be working on schedules and routines that teach children to maintain safe distances from each other. • Children will sanitize their hands at the beginning and the end of recess.
VISITORS	<ul style="list-style-type: none"> • All visitors (including mentors and watchdogs) will be restricted until further notice. • PTA members may access the building after hours but not during instructional time. • Campuses are not allowed to receive deliveries

	<ul style="list-style-type: none"> Visitors are restricted from dropping items off at campuses
PARENT MEETINGS	<ul style="list-style-type: none"> ARD meetings, 504 meetings, and parent conferences will be held virtually. The format for the annual elementary conferences will be determined at a later time. Meet the Teacher Night will be held virtually in August. Watch for the invitations coming directly from the campuses. <ul style="list-style-type: none"> Elementary Schools are on August 11. Middle Schools are on August 12. High School and RHA are on August 13.
TRANSPORTATION	<ul style="list-style-type: none"> Parents will screen children daily before allowing them to board the bus. Students must wear face coverings while on the school bus and sanitize upon boarding. Students refusing to wear a mask are subject to losing their bus riding privileges. Students should wear masks at bus stops if they cannot maintain a six-foot distance between each other. Bus drivers will wear personal protective equipment. If your student will be riding a bus, please make sure to sign up for EZRouting.
FINE ARTS	<ul style="list-style-type: none"> Large group practice sessions, sectionals, and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., Hutto ISD, TEA, UIL, etc.) Fine arts music private lesson teachers will not be allowed to teach on-site campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will continue to be adhered to. Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., HuttoISD, TEA, UIL, etc.) Concerts/performance may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., FISD, TEA, UIL, etc.) including, but not limited to, transportation procedures, number of attendees, and the orientation of concerts. All fine arts performances will be streamed online when possible. Booster club meetings should be held virtually to minimize outside exposure to campuses. Blowhole "Facemasks" provided by the district will be used while playing instruments. Face shields provided by the district will be used in combination with face masks for choir. Bell Covers for instruments provided by the district to reduce the aerosol spread. Change in spacing and set up in the band hall and choir room to accommodate for social distancing. Utilization of alternate spaces on campus to help with social distancing.
EXTRACURRI-	<ul style="list-style-type: none"> All field trips, gatherings, guest speakers, and special events are postponed until

CULAR AND ATHLETICS	<p>further notice.</p> <ul style="list-style-type: none"> • All extracurricular and athletic events will follow participation guidelines set by the UIL (University Interscholastic League). • Athletic practices and contests will be conducted following safety protocol provided by guidance from Hutto ISD, UIL, and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc. • Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis. • Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines. • Bus travel will follow the transportation guidelines provided by Hutto ISD and TEA. • Spectator attendance at games and contests may be limited based on TEA and UIL guidelines. Limited ticketing for events may be utilized to control the capacity of facilities. • Postgame sign-out procedures for athletes will be communicated to parents prior to the beginning of each season. • Event procedures will be in place to minimize face-to-face interactions. • Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles. • Spectator seats may be marked and/or configured in a way to enforce social distancing. • Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.
DAILY CLEANING	<ul style="list-style-type: none"> • Each classroom and restroom will be disinfected daily. • All high touch areas will be disinfected several times throughout the day. • Cleaning-cloths will be changed for each classroom and common area to maximize room to room cleanliness. • Custodians will wear masks and gloves during work hours. • The cafeteria will be disinfected between lunch periods. • Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction. • Every campus will have electrostatic disinfection devices for quick clean up jobs.
SAFETY DRILLS	<p>All campus safety drills will continue as required by state law. Campuses may modify the teaching of safety drills by using tabletop discussions or simulations for students to avoid the gathering of large groups.</p>
DECISION POINTS FOR CLOSURE	<p><i>The school district works closely with the Williamson County Health Office to monitor infection rates and overall health conditions in the county. Although Hutto ISD is 100% in Williamson County, we border Travis County, which has a much higher incident rate. Approximately two thirds of our staff members live outside the HuttoISD boundaries; we are obligated to consider the areas where our staff live.</i></p>

	<ul style="list-style-type: none"> • A classroom will be closed for deep cleaning when there are more than two positive infection cases. If the rate of infection warrants a 14 day quarantine for all involved, remote instruction will continue from home. • A school will be closed for deep cleaning when the infection rate exceeds 10% of the population (staff and children included in the count.) • The school district will close for deep cleaning when more than half of the facilities (schools and stand alone structures included) are closed due to more than a 10% infection rate. • The school district will close a classroom, grade level, department, campus, or service at any time, for any duration, if it is deemed necessary for student and employee safety.
ADDITIONAL SAFETY DOCUMENTS	<u>Safety Response Protocol</u> <u>COVID EXPOSURE FLOWCHART</u>