



Expect To Begin and End Strong
Achieve By Being Engaged Daily
Excel In Order to be LIFE READY

C.E. Vail Elementary
Safety Guidelines Handbook
2020-2021

This document is designed to establish protocols for C.E. Vail Elementary in reconstituting the traditional face-to-face classroom instruction, disinfecting campuses, and ensuring the safety of students, faculty, staff, and visitors following the COVID-19 pandemic response. These recommendations balance public health concerns against the importance of education and the services schools provide to the community.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly. Consistently implementing these guidelines to the extent feasible is the best way to reduce the potential negative impact of infection on students' educational experiences and to protect staff.

This guidance document contains information on four sets of practices that minimize the likelihood of viral spread at the campus. C.E. Vail Elementary is committed to actively working together to prevent the spread of this virus through prevention and mitigation practices.

1. Provide Notice: Requirements for parental and public notices
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 COVID-19 Spread Inside the School

Provide Notice

Provide Notice: Requirements for Parental and Public Notices

C.E. Vail Elementary has **Developed a Plan for On-Campus Activities and Instruction.**)

The plan is intended to provide a summary of what the campus will implement to mitigate the COVID-19 spread in our schools.

C.E. Vail Elementary has designated Mr. Mark Parvin at the point of contact for responding to COVID-19 concerns at the campus.

C.E. Vail Elementary will provide updates with regards to announcements concerning COVID-19 through social media, notices sent home, and teacher/parent communication such as Class Dojo.

PREVENTION

Prevent: Practices to Prevent the Virus from Entering the School

Protocol for Staff Entering School

La Feria I.S.D. will require teachers and staff to be screened for COVID-19 symptoms before coming into campus each day. Additional, employees will be screened when reporting to work. Employees must enter through one of the campus/department designated “symptom check” points for daily screenings. Campus principals/department supervisors will develop a plan for the screening of custodians/child nutrition staff that report to work each day. A daily log of temperatures and symptoms check will be kept for all employees.

If an employee has a temperature of 100.0 degrees or higher or other indicators as listed on the questionnaire, they will be sent home immediately and instructed to promptly contact their doctor. LFISD administration will follow up with an employee who are sent home and follow-up of guidelines to return to work.

Protocol for Students Entering School

All students will be required to self-screen or have their parent/guardian screen them for signs or symptoms of COVID-19.

Student at Home COVID-19 Screening Chart

- 1. Has my child taken any Fever/Pain reducing medication such as Tylenol (acetaminophen)/Motrin (Ibuprofen) in the past 24 hours?**
 - Yes
 - No
- 2. Does my child have any of these signs/symptoms? Yes/No**
 - Fever of 100.0 F or greater
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat

- Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
3. Has my child been in close contact, (within 6 feet for 15min while not wearing a mask), to anyone with a lab-confirmed COVID-19 result in the past 14 days?
- Yes
 - No
4. Has my child had a positive lab-confirmed COVID-19 result in the past 14 days?
- Yes
 - No
- ❖ If you have a YES response to any of these questions your child should stay home, and you should contact the School Nurse. Students will not be able to report to school or entry of any district building or facility until cleared by School Nurse.

Conditions for Campus Re-Entry

- ❖ **Any student who themselves either (A.) Has a lab-confirmed COVID-19 result. (B.) Experience symptoms of COVID-19. Must have over the phone screening done by School Nurse to determine if student meets conditions for campus re-entry.**
1. **In the case of student with lab-confirmed COVID-19 result.**
 - a. At least 14 days have passed since symptoms first appeared.
 - b. At least three days (72 hours) have passed since recovery with resolution of fever without the use of fever-reducing medication.
 - c. The student has improvement in symptoms
 - d. Student must obtain a medical professional's note clearing the student to return to school.
 2. **In the case of a student who has symptoms of COVID-19 who is not evaluated by a medical professional or tested for COVID-19, student is assumed to have COVID-19.**
 - a. At least 14 days have passed since symptoms first appeared.
 - b. At least three days (72 hours) have passed since recovery with resolution of fever without the use of fever-reducing medication.
 - c. The student has improvement in symptoms

3. If the student has symptoms of COVID-19 and wants to return to school before completing the above conditions the student must either

- a. Obtain a medical professional's note clearing the student for return based on an alternate diagnosis or
- b. Receive two separate confirmations at least 24 hours apart that they are lab-negative for COVID-19 at an approved COVID-19 testing location.

❖ **COVID-19 testing locations found at <https://tdem.texas.gov/covid-19/>.**

Campus Nurse: Priscilla Martinez

Phone Number: 956-797-8474

For students that are dropped off,...

- Staff will meet students at the front drop off area to monitor social distancing.
- Students will be dropped off at designated areas designed to allow for social distancing.
- Parents of elementary students will be required to assist their child in getting out of vehicles.
- A staff member will be available at the identified drop-off/pick-up location to verify that the parent has completed the self-check form while the student is in the vehicle.
- Student temperature will be checked as they exit the vehicle.

For students that walk to school,...

- Each student will be assigned a designated entrance/exit to reduce traffic and interaction between students. PK-1st will be dropped off by the auditorium. 2nd-4th can enter through the side gate.
- A staff member will be available at the identified location to complete the self-check form with the student and take the student's temperature.

For students that ride the bus,...

- Staff will meet students at the bus area to monitor social distancing.
- Students will report to designated areas designed to allow for social distancing.
- Students will have designated seats on buses. Seats will be assigned to keep families together and will be assigned to reduce to minimize passing each other when loading and unloading (first off will be last on and will sit at the front/last off, first on).
- Temperatures will be taken when students enter the bus. If a student has a temperature, he/she will not be allowed to attend in-person to school.
- Students will use hand sanitizer provided in the bus upon entering and when exiting the bus.
- Driver/Monitor will dismiss students one at a time, students must remain in their seat until they are called.

- Screenings will be conducted when students are picked up each morning. The questions from CDC on the symptoms will be posted on the bus.

Protocol for Visitors Entering School

Excluding parental drop-off and pick-up as discussed above, before visitors are allowed onto campuses, C.E. Vail Elementary will screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below.

C.E. Vail Elementary will restrict visits in schools to only those essential to school operations. When possible, parent contacts will be made via telephone or teleconferencing meetings.

Visitors to campuses will be limited to emergency situations only. Upon entering, visitors will be screened and will remain in lobby area at front of each campus.

At no time will visitors be permitted to interact with students.

Visitors will remain in the front waiting area at each campus.

All parent meetings will be scheduled using zoom or phone calls unless otherwise not avoidable. If a face-to-face meeting is needed, parents will remain in the front office area.

Observations of classrooms will not be permitted.

For the 2020-2021 school year, breakfast/lunch will not be allowed to be dropped off for students.

Identifying Possible COVID-19 Cases on Campus

- C.E. Vail Elementary will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- C.E. Vail Elementary will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Individuals Confirmed or Suspected with COVID-19

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the C.E. Vail nurse screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who was **diagnosed with COVID-19**, the individual may return to school/work when all three of the following criteria are met:
 - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - at least 14 days have passed since symptoms first appeared.

If a student's health permits it and if assignments can be done remotely, students will be allowed to complete class assignments remotely from home.

- When an employee/student has been diagnosed with COVID-19, the individual must obtain a medical professional's note clearing the individual to return to work/school.
- 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, the individual is assumed to have COVID-19.
- If the individual has **symptoms that could be COVID-19** and wants to return to school/work 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 or
 - (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.
- When an employee/student has a **family member that has tested positive for COVID-19 that lives in the same household**, the individual must obtain a medical professional's note clearing the individual to return to work/school.
- If a student has siblings or lives with school-aged family members (ex: cousins), nurse must notify nurse(s) at other campus(es). Siblings and/or school-aged family members must be sent home if a family member living in the same household has a lab confirmed case. Siblings/school-aged family members must then follow the same steps as student that is experiencing symptoms or is lab-confirmed positive.

Often students and staff may feel that they are in danger of acquiring COVID-19 because they have been in “close contact” with an individual they believe has tested positive for COVID-19.

The definition of “Close Contact” is listed below.

Close Contact:

Close contact is defined as being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

If a student or staff member has been in close contact with an individual who is lab-confirmed with COVID-19, they should monitor themselves for symptoms as listed in the handbook.

Additional Preventive Practices

While at school, students will be required to follow these guidelines:

- Students shall wear masks that cover their nasal and mouth areas at all times. (face masks for PK-3 to 1st grade are encouraged daily; 2nd grade – 12th grade face masks are required.)
- Students shall maintain social distancing of at least 6 feet from one another when feasible.
- Students shall wash their hands and/or use hand sanitizer throughout their time in the building.
- Students shall not shake hands, touch, or hug others.

Water Fountains

- Students will not have access to traditional water fountains.
- Each campus will have multiple water bottle filling stations for student use.
- Students will be able to fill their water bottles at designated times.

Sanitization Procedures

- Classrooms will be sanitized twice daily.
- Restrooms will be sanitized three times per day. Touchless faucets for sinks, dividers between sinks, and automatic toilets and urinals will be installed.
- Pre-k/kinder restrooms will be sanitized at least four times per day.
- Handles and other high-touch objects will be cleaned hourly.
- Hand sanitizer is available in each classroom, at all entrances and throughout common areas throughout the campus.

Classrooms

- Students will not share supplies in the classroom.
- In Pre-K through 1st grade classrooms, desk sneeze guards as well as dividers between desks will be utilized for young students that may have a difficult time wearing masks and/or face shields.
- All classroom teachers will be provided gloves for disinfecting classroom, disinfectant spray and clothe, disinfectant wipes, and hand sanitizer.
- Tables have been removed from classrooms; all students will use an individual desk.

Hallway Traffic

- In an effort to reduce congestion in hallways, each campus has established one-way directional pathways. Signage on floors and around the campus will assist in maintaining social distance.
- All staff will monitor hallways to promote social distancing.

School Facilities

- All facilities will remain closed to the general public.
- LFISD will not permit the renting/use of facilities for non-district related events.

RESPOND

RESPOND: Practices to Respond to a Lab-Confirmed Case in the School

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, C.E. Vail Elementary must notify the Cameron County Health Department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. C.E. Vail Elementary will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, C.E. Vail Elementary will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on-campus activities. They will be notified through e-mail, notices and texts.

MITIGATE

MITIGATE: Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School

Classroom space in reference to social distancing.

- Student desks/spacing: Desks will be set at 6 feet apart where feasible. We will follow all other CDC recommended procedures.
- Class sizes: some classes may have more than 10; some may have 10 or less.
- Desk dividers for PK-1st grade

PE and recess (no playground equipment will be used)

- PE will be held outside when weather permits

Practices for lunch and breakfast.

- Breakfast will be provided for students to eat in the classroom.
- Lunch will be provided in the cafeteria. Tables have been removed and desks are set 6 feet apart all facing the same direction.

Water bottles will be allowed, water fountain protocol etc.

- Water bottles will be allowed. They must be labeled with students' name.

Protocol for health reasons that students cannot wear masks.

- Students will maintain social distancing. Students will practice CDC guidelines.

Protocol for 2nd temperature check for students that normal temp is high will be sent to the nurse to be evaluated.

All student will be taught how to social distance. There will be decals on the floors showing them what 6 feet apart is. Students will wash hands regularly. Hand sanitizer will be available for them to use.

Student desks will be placed 6 feet apart when able to. Transitions will be limited when possible. Students will not be allowed to share materials.

Protocol for library: Students will rotate through the library. The library will be sanitized between classes.

There will be 6 feet decals on the floors and signs for proper hand washing.

- Describe how limiting student mixing will be managed. Classroom activities will be strategically planned to incorporate 6 foot distancing.
- What will be allowed to be brought from home? Students will be allowed to bring their backpack and any materials they need for instruction.

Nurse's Office

Describe how personnel will handle regular medication distribution, manage persons presenting as ill, and potential outbreaks. Nurse's office will be divided into sick visits and non-sick visits. Guidelines for masks, face shields? 3rd grade and up will be required to wear masks. We recommend that students in the lower grades wear masks when social distancing is not possible.

Using district guidelines, Describe disinfection protocols for the facility and the frequency cleaning at your campus (classrooms, cafeteria, PE, restrooms, high traffic areas, etc.) Restrooms will be disinfected with the sprayer hourly, as well as high traffic areas. Students will be eating in the classroom and will not be using the cafeteria. Teachers will have disinfecting wipes and spray to use regularly in the classroom. Teachers will also open their back doors to allow air to circulate every hour.

UIL ACTIVITIES

La Feria ISD will continue to work with UIL along with state officials and monitor CDC and other federal guidance to determine any potential modifications. La Feria ISD will follow all local and state requirements when considering any and all UIL activities.

Training

- District will have train-the-trainer (TOT) sessions. Appropriate personnel will be trained on protocols and proper use of Personal Protective Equipment (PPE).
- All employees will be trained on basic identification of COVID-19 symptoms by the district/campus nurse (See COVID-19 Symptoms Checklist)
 - Parents/guardians will be trained on student attendance protocols.
 - Parents/guardians will be trained on grading policies.

Policy and Procedures

- District's Policies will be updated to reflect updated CDC guidelines.
- Duties and responsibilities of some employees will be amended to ensure the safety of all stakeholders.

- District will identify point of contact personnel at every campus to handle COVID-19 questions.(Campus Crisis Team designee)

Parents/guardians will receive updated information outlined in the COVID-19 District Reopening Plan with included CDC guidelines and recommendations. The plan will be uploaded in the District's website.

Adjustments will be made to mitigate concerns related to COVID-19. These recommendations are compiled from the Texas Department of Health, Texas Education Agency (TEA), Center for Disease and Prevention (CDC), and the Texas School Safety Center.