



Albany ISD  
2020-2021  
Return to School Plan

From the Office of the Superintendent: 7/24/2020

Albany ISD looks forward to welcoming students and staff back to school on August 19,2020. As the public health crisis continues, we plan to open the 2020-21 school year with a focus on the health, safety, and well-being of our staff, students, and community. In addition, Albany ISD will continue to provide an excellent education to our students, including both in-person and remote learning.

The Texas Education Agency has provided information in which Albany ISD plans to implement when opening school campuses this year. In addition, AISD will follow guidance for school opening and operations provided by the Centers for Disease Control and Prevention (CDC) and state and local government and health officials.

Over the past several months we have seen the ever-changing dynamics of the situation of COVID-19. Albany ISD's Return to School Plan will remain flexible and subject to adjustments through the year to ensure the implementations of best practices. The Albany ISD website will provide the most up-to-date information.

So, on behalf of the AISD Board of Trustees and AISD Staff, I thank you for your support, patience and understanding as we navigate the new challenges before us.

Jonathan Scott, Superintendent





# Albany ISD *Path to Learning* 2020-2021

AISD staff is busy planning for a safe return to school on August 19, 2020. We are creating plans that will include comprehensive health and safety protocols for all staff and students. In addition, we have worked to create instructional options that meet the needs of our families. These plans include both an **in-school** and an **online platform** option called "asynchronous learning. During online registration, families will be able to select which instructional model they prefer for their student, which will remain in place for an entire grading period (6 Weeks):

## In BOTH OPTIONS:

- All courses will be taught by highly qualified, certified AISD teachers.
- Additional support for social/emotional needs of students and staff will be available.
- All students will participate in district/state assessments to document learning and growth.
- Students will have the option of changing from-or-to either option during the year at the end of the grading period (6 weeks).

## *In Person, At-School Instructional Model*

Full-time, in-person instruction on campus with heightened cleaning and disinfection protocols.

- Teachers will deliver instruction in person.
- Students will work in a traditional classroom setting on campus.
- Students will have the option of extracurricular activities.
- AISD will follow TEA guidelines in addition to local health and state guidelines to provide face-to-face instruction.

Should it be necessary to close school buildings to the public again for any reason, all students will move to the online remote learning platform, without pause in instruction..

## *Online, Remote Learning*

Full-time, online remote learning with district-provided technology.

- Live instruction with Zoom/Google Meet.
- Students will follow their schedule as if they were on campus. Attendance will be taken at the beginning of each period and attendance laws will be enforced for Remote Learners.
- Students will not be able to participate in extracurricular activities
- Online assignments will be accessed through Google Classroom, or Moodle.
- Teachers will be available to students virtually throughout the school day for direct instruction, office hours, and individual assistance.

**EFFECTIVE NOVEMBER 9, 2020 --- REMOTE Learning is available only to students that are ILL or are considered CLOSE CONTACT. Arrangements must be made with the CAMPUS PRINCIPAL.**



# Albany Independent School District 2020 – 2021 Return to School Plan

Albany ISD is committed to the health and safety of every student and staff member as well as our community. We will follow the guidance and best practices of the Center for Disease Control (CDC), Texas Department of State Health Services (TDSHS), Public Health Region 02-03 Health Department, Texas Education Agency (TEA), and local governance.

This plan was last modified based on TEA guidance ~~(7/8/20)~~ (12/04/20) and Texas Governor Executive Order GA-29 (7/2/2020) regarding the wearing of masks. The document will be updated as government mandates change.

## **General Health & Safety Protocols**

Campus staff will be trained in COVID-19 safety protocols.

- Disinfectants will be used for deep cleaning campuses.
- The District will store these products safely and ensure that harmful cleaning products are not used near children.
- Students, teachers, staff, and essential campus visitors/volunteers will be encouraged to sanitize and wash hands frequently.
- Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if not available, to cover with their elbows. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- Social distancing and safety signage will be added and visible throughout school facilities.
- No outside visitors or parents will be allowed to come to school for lunch at least during the fall semester.
- Visitors and volunteers will be limited, at least during the fall semester. NOTE: essential volunteers scheduled for work at a campus will be pre-screened for temperature/symptoms

before admittance on campus.

- Albany ISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus until they meet the criteria for re-entry to the campus.
- Currently, all locker rooms and shower rooms are limited to athletes and are cleaned according to CDC and UIL guidelines.
- According to UIL Guidance, everyone must wear a mask while in locker rooms.

• **“Close contact” is defined by the Centers for Disease Control and Prevention (CDC) 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

## **Health Self-Screening for Staff & Students**

- Students and staff are required to take their own temperatures daily before arriving at school. Anyone with a fever of **100 or higher** should not come to school or an AISD facility. (TEA mandate)
- Students and staff **are required** to self-screen before coming to school by asking the following question (TEA mandate):

**Have you recently begun experiencing any of the following in a way that is not normal for you?**

- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

- Students and staff may be subject to periodic temperature checks for verification, especially if they are feeling ill or suspected of having a fever during the school day.
- The School Nurse will have access to a touch-free forehead thermometer to check/verify temperatures throughout the day as needed and will immediately send anyone with a **100 or higher** to an isolated area. The school nurse will verify symptoms and contact parents/guardians as necessary.
- Teachers, staff, and students must report to campus/district administration if they have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry.
  - Additionally, teachers, staff, and students must report to campus/district administration if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined in this document, and, if so, must remain off campus until the 14-day incubation period has passed.
- Albany ISD will be pre-screening all contracted workers and essential volunteers before they are allowed entrance on campus.

## School Health Procedures

- School nurse will be trained in COVID-19 safety protocols.
- Attendance clerks will be trained to communicate the protocol for students/staff who are absent for COVID-19 symptoms.
- Regardless of age, students who come to the nurse's office showing symptoms will be required to wear a mask until their parents arrive to take them home.
- Nurse's Office will be cleaned and disinfected regularly.

## Protocols for Individuals Confirmed, Suspected, or Exposed to COVID-19

Any individual, including teachers, staff, students or other campus visitors/volunteers, who either a) are lab-confirmed to have COVID-19 or b) experience symptoms of COVID-19 (as described in this document) **must** stay at home throughout the infection period, and cannot return to the campus until the school screens the individual to determine if the below conditions for campus re-entry have been met.

Any student required to stay home due to COVID19, will transition from on campus instruction to remote instruction.

## Confirmed COVID-19

If an individual who has been in a school is **lab-confirmed to have COVID-19**, the District must notify the Public Health Region 02-03 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).

In the case of **an individual who is diagnosed with COVID-19**, the individual may return to school when a medical professional certifies **all three** of the following criteria are met:

- 1) at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- 2) the individual has improvement in symptoms (e.g., cough, shortness of breath);
- 3) at least 10 days have passed since symptoms first appeared.

## Suspected COVID-19

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. The individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If an **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, or b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

## Exposed COVID-19 **UPDATED - 12-02-2020**

**Individuals**, including students, teachers, staff or other campus visitors, and volunteers, **who have had close contact (as defined at the beginning of this document) with someone who is lab-confirmed to have COVID-19**, should stay at home through the 14-day incubation period, and should not be allowed on campus. ~~Unless after being tested by a Doctor, having written orders of no symptoms and negative test and clearly stated, "May return to school or work."~~

- On Day 10 after close contact exposure without testing,



- On Day 7 after close contact exposure and after receiving a negative test result.

Albany ISD school nurse will screen individuals after the incubation period has concluded. If the individual did not experience COVID-19 symptoms during that period, the individual could be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

Finally, the CDC has also advised that critical infrastructure services—which includes schools—may permit close contact staff members who are asymptomatic to continue to work in select instances when it is necessary to preserve school operations. Per the CDC, this option should be used only in limited circumstances. When using this option, school systems may consider adding additional protocols to increase monitoring for these individuals, which might include the use of COVID-19 tests (e.g., on Day 3 and/or Day 7 after the close contact exposure).

## **Bus Transportation Protocols**

- Families are encouraged to drop students off, carpool, or walk with their students to school to reduce possible virus exposure on buses.
- Albany ISD will provide bus transportation options at the beginning of the fall semester as conditions are evaluated and ridership numbers examined.
- Bus drivers will be trained in COVID-19 safety protocols.
- Hand sanitizer is on all buses and is to be used by students when boarding and exiting the bus.
- Seats, handles, and high-touch areas will be disinfected between morning and afternoon routes.
- When possible, bus windows will be opened to allow outside air to circulate in the bus.

## **Lunchroom Safety**

- Albany ISD plans to utilize the school cafeteria as much as possible for student meals.
- No parents/visitors during lunch, at least for the fall semester.
- Outside food deliveries will not be allowed during the school day, at least for the fall semester.
- Modifications to lunch procedures will be based on what is feasible for each campus and grade. These adjustments will include a combination of staggered schedules, classroom meals,

additional lunch periods, rotating groups eating in classrooms and cafeterias, and classes eating together with spacing between groups.

- Cafeteria staff will be trained in COVID-19 safety protocols.
- All cafeteria staff will be wearing masks and gloves while serving students.
- Seats, tables, door handles, and high-touch areas will be disinfected regularly.
- When possible, food items will be pre packaged and boxed to minimize face-to-face contact in the cafeteria line.
- Open campus lunches will remain for Juniors and Seniors until further notice.

## **Personal Protective Equipment (PPE) & Masks**

For this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.

- All AISD staff will wear face coverings, masks or shields in accordance with the Governor's Executive Order GA-29.
  - \*\*As of 7/24/2020 Shackelford County does not meet the 20 active cases requirement under the Executive Order GA-29 and therefore will not require masks.
- Executive Order GA-29 requires a mask except:
  - wherever it is feasible to maintain six feet of social distancing from another person not in the same household;
  - if a person has a medical condition or disability that prevents wearing a face covering;
  - while consuming food or drink, or seated to eat or drink;
  - while exercising outdoors or engaging in physical activity outdoors while maintaining a safe
  - distance from other people not in the same household,
  - while giving a speech to an audience while maintaining a safe distance.

## **Handwashing & Hand Sanitizers**

- Students and staff will be trained in proper hand washing protocols to prevent COVID-19 and the spread of germs.
- Elementary teachers will be encouraged to supervise student handwashing for 20 seconds at least two times each day. In addition, all students will be encouraged to wash hands after using the restroom and before eating.
- Handwashing stations are available in restrooms and some classrooms.
- Hand sanitizer is available in each classroom and commons areas.

## **Social Distancing Protocols**

- Students and staff will be trained in proper social distancing.
- Signage will be provided to help assist students and staff with social distancing in shared spaces and hallways.
- Social distancing becomes a personal responsibility of each individual attending school or coming to an AISD facility. Anyone causing a disruption or unwillingness to follow AISD safety protocols, putting students/staff at unnecessary risk may be asked to leave the premises immediately.
- Schools will 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 mask protocols in this guidance.
- Whenever possible throughout the day, students and staff will remain six feet apart. It is not feasible that staff and students maintain six feet of social distancing at all times, especially in classrooms and instructional settings.

## **Cleaning & Disinfectant Protocols**

- AISD custodial employees have been trained on COVID-19 safety protocols.
- Cleaning and disinfecting will occur daily in every classroom, commons area, and on high-touch surfaces.
- Every classroom and office area will have disinfectant in a spray bottle with cleaning

cloths provided for employees and students to use in high-touch areas throughout the school day.

- The state recommends that each school district provide students the opportunity to clean their own spaces before and after they are used in ways that are safe and developmentally appropriate.
- In addition to cleanings throughout each day, restrooms, cafeterias, and computer labs will undergo extensive cleaning after each day's use.

## Instructional Delivery Options

Albany ISD is committed to providing rigorous, TEKS-based instruction to all students whether they attend school face-to-face or select remote instruction. We recognize that this may be a challenging year, but we are embracing the opportunity to expand and maximize learning for all students. ~~Toward that end, we will offer face-to-face instruction and remote instruction for all students for the 2020-21 school year.~~

~~**All students, remote or face-to-face, must still register.**~~ Albany ISD utilizes online returning student registration in our ParentPortal. Online registration must be completed for each returning student in the District before the start of the new school year. The registration process typically takes only a few minutes per student. It allows you to verify that your student's data is correct and provide updates for any critical information that has changed, such as contact phone numbers, emergency contacts, and student health history.

~~We will ask parents to inform the school district if they select face-to-face or remote learning as their preferred method of instruction as part of the student registration process.~~

~~Although parents can decide up until August 5, we need to be able to assign teachers to students/classrooms as soon as possible. The sooner we have numbers, the sooner we can make necessary assignments. Because of COVID-19 planning, classroom/teacher assignments previously released by the District may need to be adjusted.~~

~~**Once parents select the remote instructional model, the student will remain in that setting until the end of the six-week grading period, unless the student requires remote instruction due to testing positive and/or in "close contact" of COVID. That student may return to face-to-face, on-campus instruction once cleared to return to school.**~~

~~**Reminder: The first day of school is Wednesday, August 19.**~~

## **Face-to-Face Instruction**

In-person instruction will resume on August 19. Students will follow regular schedules and course assignments. We support The American Academy of Pediatrics guidance that strongly advocates for policy considerations for the coming school year that starts with the goal of having students physically present in school. They further state that “Schools are fundamental to child and adolescent development and well-being.”

## **Safety Guidelines for Face-to-Face Instruction**

The District has budgeted for the necessary cleaning and sanitization supplies needed to open schools in August. The Texas Education Agency also provided additional supplies to school districts. All classrooms will be equipped with hand sanitizer, and bathrooms will be stocked with soap and paper towels.

All students will receive instruction on the first day of school on appropriate hygiene practices and mitigation strategies and 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.

## **PUBLIC HEALTH STATEMENT**

As it has always been, 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.

- Parents/guardians are required to screen their students for COVID-19 symptoms each day before sending their students to school. Details for self-screening are outlined in this document.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19.
- Children remaining at home will receive remote instruction until the conditions for re-entry are met.
- Any child who has had close contact (as defined at the beginning of this document) with an individual who is lab-confirmed with COVID-19 will receive remote instruction ~~until the 14-day incubation period has passed~~ for 10 calendar days after close contact exposure without testing or after 7 calendar days after close contact exposure and after receiving a negative test result.

## **ARRIVAL**

- Campus-specific arrival procedures will be created to facilitate social distancing protocols.
- Students will arrive by walk-up, car drop-off, or school bus. Parents/guardians dropping off students will not be able to leave their cars.
- For at least the fall semester, visitors or older siblings, not on the same campus, are not permitted to walk students inside the school building.
- Hand sanitizer will be available at the main entrance to the campus, in classrooms, in the cafeteria, and common areas throughout the campus.

## **DISMISSAL**

- Campus-specific dismissal procedures will be created to facilitate social distancing protocols.
- 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.
- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.
- Hand sanitizer will be available at the main exit of the campus, in classrooms, in the cafeteria, and common areas throughout the campus.
- Early pick-ups are discouraged before dismissal time.

## **MASKS / FACE COVERINGS**

- Under Governor's Executive Order GA-29, masks are not required for staff and students at this time. AISD will follow all state and local regulations.
- Specific mask protocols are included above in the Personal Protective Equipment (PPE) & Masks section.
- Students and staff may provide and wear their own masks if desired. Any masks with designs must be school appropriate (as determined by campus administration).

## **CLASSROOM**

- Teachers will monitor students throughout the day and refer to the school nurse if symptoms are present.
- Each classroom will have the following:
  - Visual reminders of distancing requirements
  - Refillable hand sanitizer stations
  - Disinfectant in a spray bottle with cleaning cloths provided for employees and students to use in high- touch areas throughout the school day
  - In classroom spaces that allow it, desks will be placed a minimum of six feet apart when possible.
  - Whenever possible, open windows or otherwise work to improve airflow by allowing outside air to circulate.
- Teachers will:
  - Encourage hand hygiene upon entering the classroom and after group activities.
  - Establish student responsibilities to clean personal areas and materials/supplies with hand sanitizer, disinfectant wipes, and other self-cleaning products
  - Incorporate outdoor teaching when appropriate.
  - Keep classroom doors open to improve circulation and reduce the touching of the door handles.
  - Limit the use of shared supplies when possible.
  - Commonly-touched surfaces and supplies in classrooms will be disinfected between different class groups if multiple class groups use the same room.

## **ISOLATION PROTOCOLS**

- When a student has displayed symptoms of COVID-19, the school nurse will provide a screening to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up by the student's parent/guardian.
- The District will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as it is feasible.
- District communication will be provided to the teachers, staff, and families of students who had close contact with a COVID-19 positive student or staff member.
- Consistent with school notification requirements for other communicable diseases and consistent with legal confidentiality requirements, the District will notify all teachers, staff, and families of all students on campus if a lab-confirmed COVID-19 case is identified among students, teachers or staff on that campus.
- Staff members displaying COVID-19 symptoms will follow district protocols, including isolation from students and other staff members.

## **COMMON AREAS AND TRANSITIONS**

- Campus-specific transition procedures will be created to facilitate social distancing protocols.
- 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.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- Where possible, one-way traffic throughout campus corridors may be established.
- Classroom doors will be propped open to reduce high touch areas.
- Access to hand sanitizer will be provided throughout the campus.

## **WATER**

Students may bring water bottles from home. Water fountains will be closed however, water bottle refill stations will remain open.



## **CAFETERIA**

- Albany ISD plans to utilize the school cafeteria as much as possible for student meals.
- **NOTE: No parents/visitors during Lunch, at least for the fall semester.**
- Modifications to lunch procedures will be based on what is feasible for each campus and grade. These adjustments will include a combination of staggered schedules, classroom meals, additional lunch periods, rotating groups eating in classrooms and cafeterias, and classes eating together with spacing between groups.
- Cafeteria staff will be trained in COVID-19 safety protocols.
- All cafeteria staff will be wearing masks and gloves while serving students.
- Seats, tables, door handles, and high-touch areas will be disinfected regularly.
- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
- Hand sanitizer stations will be available in all cafeterias.

## **RECESS**

Schedules and routines will be established to teach children to maintain safe distances from one another. Children will sanitize their hands at the beginning and end of recess.

## **VISITORS**

- Visitors and volunteers will be limited, at least during the fall semester
- Essential volunteers scheduled for work at a campus will be pre-screened for temperature/symptoms before admittance on campus.

## **PARENT MEETINGS**

- ARD meetings, 504 meetings, and parent conferences will be held virtually when possible.
- The format for the annual elementary conferences will be determined at a later time.

## **TRANSPORTATION**

- Albany ISD will provide bus transportation options at the beginning of the fall semester as conditions are evaluated and ridership numbers examined.
- Bus Drivers will be trained in COVID-19 safety protocols.
- Hand sanitizer is on all buses and is to be used by students when boarding and exiting the bus.
- Seats, handles, and high-touch areas will be disinfected between morning and afternoon

routes.

- When possible, bus windows will be opened to allow outside air to circulate in the bus.

## **EXTRACURRICULAR / ATHLETICS**

### **2020-2021 UIL COVID-19 Risk Mitigation Guidelines**

The following guidance related to UIL activities, based on the public health situation as we understand it today, applies to the 2020-2021 school year. This guidance is effective August 1, 2020. Changes to the public health situation may necessitate changes to this guidance.

Given the varying numbers of COVID-19 cases across different areas of the state, and the vast geographic area in the state of Texas, UIL is presenting modifications for the 2020-21 school year that reflect the situation at this time. UIL will continue to work with state officials and monitor CDC and other federal guidance to determine any potential modifications that may become necessary. Schools should be prepared for the possibility of interruptions in contest schedules. District Executive Committees should work and plan to accommodate, as best possible, for these interruptions.

These guidelines are in addition to guidance issued by the Texas Education Agency (TEA) and intended to be implemented along with TEA guidance, which applies to academic and extracurricular non-UIL activities. The information below includes a requirement for schools to develop a plan for mitigating risk of COVID-19 spread during UIL activities. Schools should take their local context into account and follow all state requirements when considering UIL activities.

It is recommended that each school identify a staff member or group of staff members to serve as compliance officer(s) to oversee effective use of these protocols. Schools must follow all requirements of state authorities in addition to the requirements below.

### **Face Coverings- Executive Order GA-29**

**Executive Order GA-29, regarding face coverings, applies to all UIL activities effective July 3, 2020. This includes the 2020-2021 school year. As the public health situation changes, and/or if subsequent Executive Orders are issued by Governor Greg Abbott, these guidelines may be further modified.**

1. For the purposes of this document, face coverings include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
2. All employees, parents, visitors and students ten years of age or older must wear face coverings or face shields upon entry to an area where UIL activities are being conducted and when not actively practicing or playing in the contest, unless an exception listed below applies.
3. The face coverings requirements do not apply to a school in a county that meets the requirements of paragraph 11 of Executive Order GA-29, unless the local school system chooses to implement these requirements locally. Even in these circumstances, the wearing of face coverings or face shields is strongly encouraged.

Exceptions to the wearing of face coverings or face shields include:

- Any person with a medical condition or disability that prevents wearing a face covering;
- While a person is consuming food or drink;
- While the person is in a swimming pool, lake, or similar body of water.
- When a congregating group of persons maintains at least 6 feet of social distancing; or
- Any other reason or circumstance indicated under Executive Order GA-29.

## **General Operational Guidelines**

REQUIRED OF ALL SCHOOLS:

TEA requires all school systems to develop a plan for mitigating COVID-19 spread in schools. UIL guidelines require schools to include UIL activities for the 2020-2021 school year as part of this plan and carefully plan for mitigating risk of spread as students and staff participate in them. Schools must post these plans on the homepage of the school website or other easily accessible area of the school website. These plans do not require UIL or TEA approval.

### **Required Screening**

#### **Required Screening before attending or participating in activities:**

If staff have not been screened by the school for purposes of participating in instructional activities, schools must implement these screening protocols before allowing staff to participate in UIL activities.

1. Schools must require staff to self-screen for COVID-19 symptoms before participating in UIL activities or entering areas where UIL activities are being conducted. Symptoms are listed at the end of this document. The self-screening should include staff taking their own temperature. Staff must report to the school if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus and away

from areas where UIL activities are being conducted until they meet the criteria for re-entry as noted below. Additionally, they must report to the school if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus and away from areas where UIL activities are being conducted until the 14-day incubation period has passed. Close contact is defined in this document below.

2. Parents must ensure they do not send a student to participate in UIL activities if the student has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19 until the below conditions for re-entry are met. School systems may consider screening students for COVID-19 as well. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions should also be asked of a student's parent if that parent will be dropping off or picking up their student from inside areas where UIL activities are being conducted.
3. Before visitors are allowed access to areas where UIL activities are being conducted, school systems must screen all visitors to determine if they themselves have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and if so, they must remain off campus and away from areas where UIL activities are being conducted until they meet the criteria for re-entry as noted below. Additionally, school systems must screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and if so they must remain off campus and away from areas where UIL activities are being conducted until the 14-day incubation period has passed. When practical, screening questions could be supplemented with temperature checks of adults.
4. Schools are permitted to prevent any individual who fails the screening criteria from being admitted into school facilities or sites where UIL activities are being conducted until they meet the criteria for re-entry as described below. Any individual for whom screening cannot be confirmed should be presumed symptomatic until confirmed otherwise.

#### *Individuals Confirmed or Suspected with COVID-19*

1. 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 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 was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
    - at least one day (24 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 10 days have passed since symptoms first appeared.
  - 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 or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

### *Identifying Possible COVID-19 Cases on Campus*

- Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools should 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.

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, 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 10 days at the same time the infected individual was infectious or 7 days with a Negative test.

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.

### *Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School or in an Area Where UIL Activities Are being Conducted*

1. If an individual who has been in areas where UIL activities have been conducted is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, 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, schools must 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 in any UIL activities.

## **COVID-19 Symptoms**

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

### *Screening Questionnaire Information*

1. When asking individuals if they have symptoms for COVID-19, school systems must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. School systems are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.
2. Once it is determined that individuals who responded “Yes” to either of these questions have met the criteria for re-entry, school systems must destroy those individuals’ responses.

## **Performance Areas, Band Halls, Locker Rooms and Other Congregate Settings**

1. Schools should make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available in these areas.
2. All congregate areas should be regularly and frequently cleaned and disinfected including all frequently touched surfaces such as doorknobs, tables, chairs, lockers, and restrooms.
3. Any equipment that will be kept in student lockers and/or in these areas should be

thoroughly cleaned and disinfected each day prior to students accessing these areas. Schools should develop a plan for managing the storage, cleaning and disinfecting, and redistribution of student equipment.

4. Schools should consider identifying staff to monitor locker rooms and other areas where students may congregate to ensure effective use of school protocols. When possible, schools should open windows and/or doors or otherwise work to improve air flow by allowing outside air to circulate in these areas.
5. Schools must require staff and students to wear face coverings while inside locker rooms, meeting rooms, training rooms, band halls and other areas where students may congregate other than shower facilities.
6. As part of their overall plan, schools should develop a plan for mitigating risk of spreading COVID-19 when disinfecting, cleaning, and laundering items such as towels, practice clothes, and uniforms. This plan should include protocols for redistributing these items to students. Involved staff should be trained specifically on these protocols.

## **Practice and Rehearsal Activities**

In addition to the above general guidelines and rules in the UIL Constitution and Contest Rules and UIL manuals and handbooks, the following applies to practice activities during the 2020-2021 school year.

1. All surfaces in practice areas should be thoroughly disinfected throughout and at the end of each day.
2. Any equipment should be regularly disinfected before, during, and after practice sessions.
3. Schools may provide food, water or other drinks. If they provide these items, schools should do so in a manner that ensures students are not sharing these items.

## **Game, Contest, and Event Management**

In addition to the above guidelines and rules in the UIL Constitution and Contest Rules and UIL manuals and handbooks, the following applies to games, scrimmages, and events:

### **Teams and Participants**

1. If the school is planning to offer transportation for students, schools should follow TEA guidance related to such transportation.
2. Teams and participants are required to wear face coverings as described in Executive Order GA-29.
3. The host site should designate a cleaned and disinfected area for teams to unload and load buses separate from fans, spectators, and other individuals not essential to the team or group.
4. Visiting team /group locker rooms should be cleaned and sanitized by the host site before the visiting team arrives. Visiting teams/groups are responsible for cleaning and disinfecting equipment once it is unloaded. Schools should limit access to these facilities

to only students and staff essential for the game, contest, or event.

5. Before each game, contest, or event, schools should follow the screening protocols described above to screen all staff members, contractors, volunteers, sports officials, contest judges, and any individuals otherwise involved in working the event. These individuals should also self-screen as described in these screening protocols.
6. Fan and spectator areas including bleachers, stands, walkways, and other spectator areas should be at least six feet from team /group areas such as team benches or performance areas. Where distancing is not feasible, other methods should be utilized to slow the spread of COVID-19, such as face coverings, implementing engineered controls such as physical barriers, or other risk mitigation efforts the school deems appropriate.
7. As previously indicated, water or other drinks and/or food may be provided. Schools or host sites should consider doing so in a manner that ensures students are not sharing these items.
8. Other areas used by participants, such as press box areas, should be cleaned and disinfected prior to and after use. Sites should develop plans for providing access to these areas that limit or remove potential contact between participants and non-participants.
9. The host site should provide sports and contest officials an area to enter and exit separate from fans when possible. Officials should be provided a dressing and meeting area, if applicable, that has been cleaned and disinfected prior to their arrival.
10. Pregame or pre-event meetings between teams and/or sports and contest officials should be planned to allow appropriate distancing between individuals.
11. Pregame and post-game gestures of sportsmanship should be conducted between teams and sports and contest officials in ways planned to help reduce the risk of spread of COVID-19.
12. All participants should be provided with entry and exit plans for contest areas that maintain separation from non-participants and fans. Individuals not essential to the team or group should not be given access to contest areas, performance areas, courts, or fields at all before, during, or after contests and events.

## **Student Groups not directly involved in the game or contest**

Student groups such as marching bands, cheerleaders, drill teams, and other groups approved by the school district may attend and perform at games or contests in which they are not competing. Schools should consider limiting the number of participants to those essential to the performance.

1. These student groups should remain separate from the game or contest participants at all times. These student groups should avoid mixing with fans or non-group members throughout the game or contest.
2. Student groups are required to wear face coverings as described in Executive Order GA-29.
3. Schools should consider limiting the number of students and staff given access to the playing areas and ensure protocols for entering and exiting the playing areas are in place.
4. Fans and spectators should be located to provide at least 10 feet of distance from bands



- playing wind instruments from the stands.
5. These students should maintain appropriate distancing from game or contest participants at all times, including when on the sideline.

## **Spectators, Audiences, Fans and Media**

Schools may allow spectators to attend games, contests, or events within a maximum 50% capacity limitation, provided that appropriate spacing between spectators is maintained according to the protocol, and according to the following:

1. Schools and/or host sites should post visible signs and/or messaging stating any individuals who are confirmed to have, suspected of having, are experiencing symptoms of, or have been in close contact with an individual who has been confirmed to have COVID-19 should not enter the facility.
2. Spectators, audiences, fans and media are required to wear face coverings as described in **Executive Order GA-29**.
3. Sites are encouraged to utilize remote ticketing options to help manage capacity limitations within a maximum 50% occupancy. Paper tickets and programming should be minimized to help avoid transferable materials.
4. If possible, set reserved times for entry to avoid mass arrivals.
5. Groups should maintain at least six feet of distance from other groups at all times, including the process of admission and seating. A group is defined as no more than 10 people including the members of the household and those persons who traveled together to the facility.
6. Schools should not allow seating in consecutive rows, and should block off seating to maintain a minimum six feet of distance between groups.
7. Pathways for spectator ingress and egress should be clearly marked and unobstructed.
8. Schools should provide hand sanitizing stations and/or hand washing stations at entrances and inside the facility.
9. Seating, handrails, and other common surfaces should be cleaned and disinfected prior to each game or contest.
10. Press Box seating should include social distancing of at least six feet between individuals when possible.
11. Schools should limit access to working media providing coverage of the event to ensure protocols are followed.
12. Post-game interviews should be conducted while wearing face coverings and maintaining at least six feet of distance between the interviewer and individual being interviewed.

## **Concession Stands and Food Service**

For games, contests, and events that will include concession stands or other food service, the following guidelines apply:

- Staff, contractors, and volunteers involved in food service are required to wear face coverings

as described in **Executive Order GA-29**.

- Sites should avoid leaving condiments, silverware, flatware, glassware, or other traditional table top items on unoccupied tables or at the counter. Sites should only provide condiments or flatware upon request, and in single use, individually wrapped items.
- Regularly clean and disinfect the food service counters and areas. Clean and disinfect dining areas (tables, etc.) after each patron departs.
- Limit contact between the individuals involved in food service and patrons as much as possible. Have employees, contractors, and volunteers follow proper food-handling protocols.
- Before each game, schools should follow the screening protocols described above to screen staff, contractors, and volunteers who will be involved in food service prior to events. These individuals should also self-screen as described in these screening protocols.

## **2020 Music Fall Update**

### **Remote Learning**

Students participating in remote learning offered by their school district, whether synchronous or asynchronous (as defined by TEA), may participate in UIL activities if they meet all other UIL eligibility requirements. Students must be enrolled in remote learning options through the school the student will represent. Schools may develop local policies with additional requirements for participation. You can find more information related to the full-time student rule in Section 406 UIL Constitution and Contest Rules

### **Academic Eligibility-Credit Requirements**

For the 2020-2021 school year, UIL eligibility requirements for the first six weeks of school have been modified to allow a student to be eligible for the first six weeks if they accumulated at least two and a half credits since the start of the 2019-2020 school year. Schools may impose additional requirements. <https://www.uiltexas.org/policy/covid-19>

### **Region Executive Committee (REC) Concerns and Contest Schedules**

- The REC should meet to confirm Music contest schedules and safety protocols concerning the 2020-2021 school year.
- 
- The REC may combine regional events with other regions due to limited participation.
- At the discretion of the area executive committee, Area marching band sites may be combined; however, competing schools may not be combined. For example, due to limited participation areas B and C could have their contests at the same site on the same day, but only area B bands would be ranked against each other and only area C bands would be ranked against each other.

## Practice and Rehearsal Regulations

### Summer Marching Band

- The 20-hour limit on supervised marching/visual fundamentals expires on July 31, 2020.
- On August 1, 2020 schools may allow students to continue supervised marching/visual fundamentals through September 6, 2020, whether or not the instructional school year has started, while following all limits on practice and performance as outlined in the rules for summer marching band practice.

## Activities During the School Year

- Practice or rehearsal on the extracurricular portion of the music activity during a school period may not exceed 60 minutes per day, or 300 minutes per week. Local school policy will determine the students who may attend.
- Schools utilizing an instructional model other than a traditional in-person model may hold the extracurricular practice/rehearsal period any time during the day. This period is not required to be held during normal school hours.
- Practice or rehearsal on the extracurricular portion of the music activity that occurs as part of the 60 minutes per day, or 300 minutes per week permitted during a school period does not count towards any practice or rehearsal time limits outside of the school day.

## COVID-19 General Considerations

- When planning music practices and rehearsals, schools may consider the most current data from the aerosol study sponsored in part by the National Federation of State High School Associations.

## **Remote Asynchronous Instruction**

**Remote asynchronous instruction** refers to a learning experience where students engage in assigned materials remotely and interact with the teacher via the computer or other electronic devices or over the phone. Students will work with their respective teachers to complete necessary assignments in order to receive credit for the course. There is pre-assigned work with formative assessments on paper or district-selected electronic platforms. AISD's remote instruction includes live, scheduled, interactive classes with teachers and students in real-time. Regular grading policies apply to remote learning.

### **ROLES AND COMMITMENTS FROM THE STUDENTS AND PARENTS IN REMOTE LEARNING**

1. Complete daily remote activities and assignments.
2. Participate daily in scheduled learning activities, including intervention and tutorials.
3. Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions.
4. Turn in school work at the direction of the assigned teacher.
5. Show up to any live remote instruction ready to learn, on time, dressed appropriately, and follow online etiquette, including using video and showing your face during class.
6. Monitor and ask for evidence that your child is on track with assignments and coursework.
7. Check the campus homepage for links to teacher lessons.
8. Provide your child with assistance on their day- to-day activities except for designated independent work.
9. Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher and the campus.
10. Create a designated learning space for your child at home to learn comfortably.
11. Maintain communication with your child's teacher by phone, email messages, and/or online meetings to create a learning partnership.
12. Allow your child to struggle; it is allowed and encouraged! Do not help too much.

Becoming independent takes lots of practice.

## **Remote Instruction**

### **PRE-K through 4<sup>th</sup> CORE AREAS (English, Math, Science, Social Studies)**

- There must be daily teacher-student interaction and progress in the district-selected platforms.
- The student must be able to complete assignments daily.
- Teacher and Parent will establish daily check in requirements.
- The teacher will schedule one-on-one tutorials and intervention time as needed.
- Regular grading policies apply.

### **5<sup>th</sup> and 6<sup>th</sup> CORE AREAS (English, Math, Science, Social Studies)**

- There must be daily progress in district-selected electronic platforms.
- ATTENDANCE is taken in real time (Synchronous) each day. A note will be required for missed class time. There will be daily teacher-student interaction.
- The student must be able to complete and turn in assignments online daily.
- The teacher will schedule one-on-one tutorials and intervention time as needed.
- The teacher will have daily live interactive sessions to assist students.
- Regular grading policies apply.
- Instruction will follow the students schedule (Synchronous model) with Teacher utilizing Google Classroom, Google Meets, and Screencastify.
- Due to some Asynchronous components, Albany ISD is selecting an Asynchronous plan with classes taught Synchronous for 5th - 12th Grades.

### **5<sup>th</sup> and 6<sup>th</sup> NON-CORE AREAS**

- Non-core courses will be offered by remote instruction.
- Teachers will post lessons on Google Classroom, and students will complete work, some of this will be Synchronous, based on the outline of the teacher.

## **COUNSELING SERVICES**

The Counseling and Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the District COVID-19 counseling resources website.

## **JR HIGH SCHOOL – 7<sup>th</sup> and 8<sup>th</sup> Remote Instruction**

### **7<sup>th</sup> and 8<sup>th</sup> CORE AREAS (English, Math, Science, Social Studies)**

- There must be daily progress in district-selected electronic platforms.
- ATTENDANCE is taken in real time (Synchronous) each day. A note will be required for missed class time. There will be daily teacher-student interaction.
- The student must be able to complete and turn in assignments online daily.
- The teacher will schedule one-on-one tutorials and intervention time as needed.
- The teacher will have daily live interactive sessions to assist students.
- Regular grading policies apply.
- Instruction will follow the students schedule (Synchronous model) with Teacher utilizing Google Classroom, Google Meets, and Screencastify.
- Due to some Asynchronous components, Albany ISD is selecting an Asynchronous plan with classes taught Synchronous for 5th - 12th Grades.

### **7<sup>th</sup> and 8<sup>th</sup> NON-CORE AREAS**

- Non-core courses will be offered by remote instruction.
- Some CTE courses may require face-to-face sessions.
- Teachers will post lessons on Google Classroom, and students will complete work, some of this will be Synchronous, based on the outline of the teacher.

### **HIGH SCHOOL CREDIT COURSES TAKEN IN 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE**

- Some elective courses may not be available via remote instruction.
- Some CTE courses may require face-to-face sessions.
- Teachers will post lessons on a district-approved online learning platform, and students may need to complete work independently.
- There must be daily progress in district-selected electronic platforms.
- There will be daily teacher-student interaction.
- The student must be able to complete and turn in assignments daily.
- The teacher will schedule one-on-one tutorials and intervention time as needed.
- Regular grading policies apply.

- Instruction will follow the students schedule (Synchronous model) with Teacher utilizing Google Classroom. Google Meets and Screencastify.
- Due to some Asynchronous components, Albany ISD is selecting an Asynchronous plan with classes taught Synchronous for 5th - 12th Grades.

### **COUNSELING SERVICES**

The Counseling and Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the District COVID-19 counseling resources website.

### **HIGH SCHOOL 9<sup>th</sup> – 12<sup>th</sup> CORE AREAS, AP, - (English, Math, Science, Social Studies, Advanced Placement, Languages other than English)**

- There must be daily progress in district-selected electronic platforms.
- ATTENDANCE is taken in real time (Synchronous) each day. A note will be required for missed class time. There will be daily teacher-student interaction.
- The student must be able to complete and turn in assignments online daily.
- The teacher will schedule one-on-one tutorials and intervention time as needed.
- The teacher will have daily live interactive sessions to assist students.
- Regular grading policies apply.
- Instruction will follow the students schedule (Synchronous model) with Teacher utilizing Google Classroom, Google Meets, and Screencastify.
- Due to some Asynchronous components, Albany ISD is selecting an Asynchronous plan with classes taught Synchronous for 5th - 12th Grades.

### **HIGH SCHOOL NON-CORE AREAS**

- Some elective courses may not be available via remote instruction.
- Some CTE courses may require face-to-face sessions.
- Teachers will post lessons on a district-approved online learning platform, and students will complete work independently.
- There must be daily progress in district-selected electronic platforms.
- There will be daily teacher-student interaction.
- The student must be able to complete and turn in assignments daily.
- The teacher will schedule one-on-one tutorials and intervention time as needed.
- Regular grading policies apply.
- Teachers will post lessons on Google Classroom, and students will complete work, some of this will be Synchronous, based on the outline of the teacher.

### **DUAL CREDIT, DUAL ENROLLMENT**

We are currently working with Cisco College and Western Texas College to coordinate calendars and expectations. More information will be provided as we receive it.

## **COUNSELING SERVICES**

The Counseling and Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the District COVID-19 counseling resources website.

## **OTHER SERVICES – REMOTE INSTRUCTION - Special Education**

A child's IEP will be implemented to the fullest extent possible in a remote setting. If there are difficulties with implementation, we will come together and arrive at workable solutions in the best interest of the child.

## **TECHNOLOGY DEVICES FOR STUDENTS**

- All 5th – 12th grade Albany ISD students will be issued a district-owned laptop.

## **Attendance and Enrollment**

- Albany ISD will be required to record DAILY attendance in face-to-face and remote learning models. This requirement means students must have documented daily engagement to be counted present for credit purposes.
- Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in effect during the 2020-2021 school year.

## **Facility Rentals & After-School Events**

- Due to COVID-19 and the impact on facility management, Albany ISD will be limiting fall rental of school facilities primarily to outdoor fields.
- TEA recommends that after-school providers and other programs that operate in conjunction with campuses follow this guidance in coordination with the campuses they serve.
- Any operation of facilities should be done consistent with the Texas Governor's Executive Orders for similar activities.

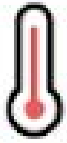
## **Communication**

- Albany ISD will continue to inform key stakeholders regularly while offering opportunities for feedback to help shape the AISD 2020 Fall Plan.



- The District and campuses will communicate official AISD news using Bloomz, websites, and social media accounts.
- Survey links were sent to each family to offer feedback, opinions, and preferences for fall 2020.
- Specific questions, concerns, or suggestions should be directed to [jonathanscott@albany.esc14.net](mailto:jonathanscott@albany.esc14.net) or [llowe@albany.esc14.net](mailto:llowe@albany.esc14.net). - Not all questions have answers at this time, pending county numbers, guidance from TEA and Governor Abbott and word from local authorities.

In the last 48 hours if you have had any of the following symptoms, please stay home.



**FEVER** greater than 100.4



**COUGH** shortness of breath or difficulty breathing



**CHILLS** or muscle aches



**SORE THROAT**



**CAN'T SMELL** loss of sense of smell



**NO TASTE** loss of sense of taste



If exposed to someone who has been tested positive for COVID-19, in the last 2 weeks

**DO NOT ENTER**

# COVID-19 Screening Flow Chart

Student or staff complains of COVID-19 symptoms.  
 Mask student or staff (unless they are having difficulty breathing, if so call 9-1-1).  
 \*Place student in a room away from others;  
 \*Staff should go home immediately.

## Signs and Symptoms of COVID-19:

- \*Fever  $\geq 100.4$  F
- \*Chills
- \*Nasal congestion
- \*Runny nose
- \*Shortness of breath
- \*Difficulty breathing
- \*Headache
- \*Diarrhea
- \*Nausea/vomiting
- \*Fatigue
- \*Muscle or body aches
- \*New loss of taste or smell

**VERBAL**  
 \*When did symptoms appear?  
 \*Recent COVID-19 exposure?

**VISUAL**  
 \*Difficulty or rapid breathing (without recent physical activity)  
 \*Flushed cheeks  
 \*Fatigue  
 \*Coughing  
 \*Other COVID-19 Signs or Symptoms

**PHYSICAL**  
 Temp  $\geq 100.4$  F

Verbal, Visual, & Physical concerns out of range?

NO

YES

YES

Allow to rest for 10 minutes

\*Isolate with mask  
 \*Send home ASAP  
 \*Encourage parent or staff to contact healthcare provider

**Call 9-1-1 (EMS)**  
 \*Trouble breathing  
 \*Bluish lips/face  
 \*Chest pain  
 \*New confusion  
 \*Unable to wake or stay awake

Improving

NO

YES

Return to Class

Contact custodial staff to clean and disinfect area. Report 911 call as required.

Utah County Health Department



## Change Log

8/04/2020 - Changed Report to Taylor County Health Department to Public Health Region 02-03

8/04/2020- Changed 72 hour Fever Free to 24 hour Fever Free, based on CDC guidelines

08/04/2020 Deleted 2 Negative tests, based on CDC guidelines

09/10/2020 Updated exposed person with Dr orders

11/09/2020 Removed Remote Instruction as an option

12/07/2020 - Updated Exposed and Asymptomatic Return Guidelines based on CDC and TEA Recommendations.