

GRAFORD ISD

PREVENTION AND RESPONSE PROTOCOL



Graford ISD Covid-19 Prevention and Response Protocol

The safety of our students, staff, and visitors is our number one priority. Our hope in sharing this information is that it may assist in maintaining the highest levels of prevention and safety possible throughout Graford ISD. Parental cooperation with the safety standards listed herein is vital for maintaining the highest levels of safety for our learning community.

This is a living document and, due to the evolving nature of the scientific understanding of Covid-19, it will likely be changed as new information becomes available. Thank you for your understanding.

Basic Information

Return to School

Returning teachers will report to work on August 10, 2020

Students will begin school on August 18, 2020

Remote Instruction

Students will have the option of learning from home via the Graford ISD Home-based Remote Instruction

The Graford ISD Home-based Remote Instruction will use an asynchronous model--at-home learners will view lessons and complete assignments at a different time than in-school learners.

Grading practices will be the same for all students, whether learning at home or in school. Unlike in the spring of 2020, there will not be a simplified "pass/fail" grading system for remote instruction learners in 2020-2021.

The grades of remote instruction learners will be recorded on report cards, will impact promotion/retention decisions, and will impact student Grade Point Averages (GPAs) in the same way as grades earned during in-school instruction.

School will begin on August 18 for remote instruction students and on-campus students.

Students who choose to learn from home will be responsible for the same assignments as students who learn at school, to the extent possible.

Students who choose to learn from home may be responsible for additional requirements (such as attending Zoom check-ins with teachers) that do not apply to in-person students

Students who choose to learn from home will be required to demonstrate daily engagement by communicating with teachers, accessing lessons, and completing assignments. Failure to demonstrate daily engagement will result in a student being marked absent for the day. Excessive absences may result in the filing of truancy charges for the student and/or parent in court, which can result in fines and other consequences.

Training

All leadership-level staff will be trained in the Graford ISD Covid-19 Prevention and Response Protocol prior to the return of employees in August 2020.

All district employees will be trained in the Graford ISD Covid-19 Prevention and Response Protocol either by campus principals, department directors, or central office staff upon their return to work

The Graford ISD Covid-19 Prevention and Response Protocol begins on the next page

Graford ISD Covid-19 Prevention and Response Protocol

PART I: PREVENTION

Hygiene

Hygiene at School

Hand sanitizer and/or hand-washing stations will be provided at building entrances used by staff, students, or visitors, to the extent possible given current uncertainties related to availability.

Hand sanitizer and/or hand-washing stations will be provided in all classrooms, to the extent possible given current uncertainties related to availability.

Principals and directors will actively train staff on proper hygiene practices, including the use of hand sanitizer, hand washing, avoiding common touch surfaces, cough etiquette, and sneeze etiquette.

Students, teachers, staff, and campus visitors are encouraged to sanitize and/or wash hands frequently.

Proper hand washing includes using soap on all parts of the hand and fingers and scrubbing for at least 20 seconds.

Teachers will actively instruct students on proper hygiene practices, including the use of hand sanitizer, hand washing, avoiding common touch surfaces, cough etiquette, and sneeze etiquette.

In grades PK-5, teachers will have students engage in supervised hand-washing for at least 20 seconds at least two times each day. Students at all grade levels will be encouraged to wash hands after using the restroom and before eating.

Signage at each site will remind students and adults of the importance of hygiene in disease prevention.

Teachers or paraprofessionals who work with younger students will regularly monitor or verify their hand washing after trips to the restroom to ensure proper hand hygiene.

Students, teachers, staff and campus visitors will be encouraged to cover coughs and sneezes with a tissue or, if no tissue is available, into their elbows, and to wash their hands immediately after coughing or sneezing.

On the first day of school, instruction will be provided to all Graford ISD students on appropriate hygiene practices consistent with this protocol.

Hygiene at Home

Principals and directors will actively remind staff of proper hygiene practices at home, including the use of hand sanitizer, hand washing, avoiding common touch surfaces, cough etiquette, and sneeze etiquette.

Teachers will actively remind students of proper hygiene practices at home, including the use of hand sanitizer, hand washing, avoiding common touch surfaces, cough etiquette, and sneeze etiquette.

Disinfection Measures

All sites will be disinfected prior to anyone returning to work. Access to buildings during this initial cleaning phase will be tightly controlled and limited to security staff, sanitization staff, and members of the Pandemic Response Team, as needed. Special attention will be paid to: doorknobs, computers, workstations, printers, athletic facilities, locker rooms, restrooms, cafeterias, lockers, common touch surface areas, computer screens, keyboards, and touch screens.

Routine disinfection and sanitization by Graford ISD staff and employees of the Maintenance Department will be increased to reduce the risk of infection spread.

Students will be given the opportunity to clean their own spaces before and after use, depending upon the availability of cleaning supplies.

Special attention will be paid to common touch items such as door handles, common tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.

When a room must be used by multiple class groups, cleaning of commonly-touched surfaces will occur between groups.

When weather permits, classroom, office, and bus windows will be left open to improve airflow. Outdoor learning is encouraged as often as possible, as it is thought the risk of spread of the Covid-19 virus is less when outdoors.

Personal Protective Equipment

The protection of the Graford ISD workforce and student body is afforded by the protective triad of personal hygiene, social distancing, and the frequent disinfection of common surfaces. Personal protective equipment adds another layer of protection that is appropriate to use under certain circumstances.

Each site (campus or standalone department facility) will have a person assigned the responsibility for ensuring adequate supplies of personal protective equipment on-site. Procurement of PPEs for staff use can be facilitated by the maintenance director. Students must provide their own PPEs.

Face Masks

Schools are required to comply with the governor's executive order regarding the wearing of masks when such an order is in effect. As of July 7, Governor Abbott's Executive Order GA-29 relating to the use of face coverings during the Covid-19 disaster is in effect and requires every person in Texas to "wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person in the same household." Any person younger than 10 years of age is exempted from the order. Other exceptions apply. You may read this executive order at

<https://lrl.texas.gov/scanned/govdocs/Greg%20Abbott/2020/GA-29.pdf>

When there is no order in place from federal, state, or local officials mandating face coverings, face masks will not be a required PPE at Graford ISD facilities except for a very limited number of pandemic response and management personnel within each site:

- Nurses and isolation coordinators (or other individuals who enter an isolation room)
- Disinfection team members
- Those with broad exposure to other employees and students (such as cafeteria workers)

Due to supply limitations, the use of N95, FFP2(3) or other equivalent protection must be prioritized for use by isolation and medical team members due to the higher likelihood of their interactions with possible Covid-19 positive individuals.

Masks are not developmentally appropriate for very young students (Kindergarten and below) or for students with certain disabilities or health concerns and should not be required for them. For students in first grade and above, the determination of whether wearing a mask is developmentally appropriate is up to the student's parent or guardian, *except when required by a federal, state, or local order **such as GA-29**, which as of July 7, 2020, requires face coverings for Texans ages 10 and above.*

Face Shields

All Graford ISD employees are required to use their choice of either face mask or face shield anytime they are within six feet of students, visitors, or colleagues. When standing more than six feet away from others (such as during a class lecture or while

writing on a board), teachers and other Graford ISD employees are not required to wear masks or face shields. They may use a face mask or face shield provided by the district or may provide their own.

Visitors to campus will be asked to wear face masks or face shields if they are unable to maintain a distance of six feet away from others during their visit or anytime a federal, state, or anytime an order such as GA-29 is in effect.

Gloves

Nitrile gloves are only required for nurses, Isolation Coordinators (or other individuals who enter an isolation room), and those performing disinfection of common touch surfaces.

Those who use gloves must receive training from ISD staff on the proper removal and disposal of gloves.

PPE Inventory

The principal or director in charge of each campus or standalone site must confirm the site has an adequate supply of soap, hand sanitizer, paper towels, tissue, gloves, and masks prior to the arrival of staff and again prior to the arrival of students. Site leaders must periodically verify that adequate supplies are on hand. If materials cannot be obtained due to supply chain shortages, the site leader must note that and inform the superintendent.

Sites should keep on hand a minimum supply of 30 days of disinfectant supplies and PPEs.

Note that TEA has made available to ISDs free preventive materials. The allotments for Graford ISD can be found at <https://tea.texas.gov/sites/default/files/covid/covid19-20-21-ppe-district-allotment.xlsx>

Social Distancing

Guidance from federal and state health officials has indicated that social distancing is a key component to reducing the spread of Covid-19. This is usually defined as keeping a minimum of six feet of distance between individuals. While the following paragraphs refer to students, the same social distancing requirements apply to staff members and visitors.

Social distancing also means eliminating contact with others, such as handshakes or hugs. Likewise, effective social distancing requires that people avoid touching surfaces touched by others to the extent possible and that they avoid anyone who appears to be sick or who is coughing or sneezing.

The social distancing requirement applies to all locations within the school.

In some cases where social distancing cannot be practiced (such as when a nurse is checking a pulse, for example), one or more other mitigation strategies should be implemented. This could include the wearing of masks and gloves (as in the case of a nurse) or engineering controls like plexiglass shields (as in the case of a receptionist). Plexiglass shields should be cleaned multiple times per day.

Social Distancing at Parent Drop-off*

Students will be asked to keep at least six feet between themselves and other students when being dropped off, walking on the sidewalks, and entering the building. Students from the same household are not required to maintain six feet of distance between them.

Social Distancing at Bus Drop-off*

Students will be asked to keep at least six feet between themselves and other students when leaving the school bus, walking on the sidewalks, and entering the building. Students from the same household are not required to maintain six feet of distance between them.

Social Distancing at Parent Pickup*

Students will be asked to keep at least six feet between themselves when leaving the building, waiting for their vehicles, and walking on the sidewalks. Students from the same household are not required to maintain six feet of distance between them. Details as to the locations of students waiting for parent pickups and the logistics of spacing them out are being determined on a campus-by-campus basis.

Social Distancing at Bus Loading*

Students will be asked to keep at least six feet between themselves when leaving the building, waiting for their buses, and walking on the sidewalks. Students from the same household are not required to maintain six feet of distance between them. Details as to the locations of students waiting for bus pickups and the logistics of spacing them out are being determined on a campus-by-campus basis. (A separate section below describes requirements for social distancing on school buses.)

**** If possible, student drop-off and pickup times may be staggered to reduce numbers; likewise, if possible, student drop-off and pickup locations may be set up in multiple areas to reduce numbers.***

Social Distancing Related to Employee Arrivals and Departures

Employees are to enter and exit at designated doors—these locations will be easily identified and posted. If possible, campuses should establish staggered employee arrival and departure times. Employees are instructed not to gather when entering or exiting the facility and if they arrive early, should remain in their vehicles until their designated entry time. Employees must maintain at least six feet of distance between them when arriving or departing. When employees speak to one another while entering or exiting, they should avoid pointing their head directly at the person to whom they are speaking. Employees should not touch door handles with an exposed hand; if they touch a door handle with an exposed hand, they must use hand sanitizer immediately and avoid touching their face before they use the hand sanitizer or wash their hands.

Employees who are required to sign in should be encouraged to do so using their own personal cell phone or device or a computer assigned specifically to them. Employees who must share a computer or tablet for logging in must wipe down the keyboard or touch screen before and after each use with a disinfectant wipe.

Social Distancing in Hallways During the School Day

Students will always be required to maintain at least six feet between themselves and their classmates when walking in hallways. This applies to times when students are walking with their class, but it also applies to students who are in the hallway alone and who happen upon students from other classes or staff members.

Social Distancing in Restrooms

Restroom cleaning intervals will be increased at all sites district-wide. Social distancing during restroom use is required. Marks such as “x” marks should be taped on the floor outside of restrooms to assist with social distancing when students line up to use the restroom. The number of students entering the restroom at a single time must always be limited to such a number as required to maintain six feet of distance between users. This number should be posted in a visible location for teachers’ and students’ ease of reference. For young students, teachers should ensure that students wash their hands after using the restroom. For older students, frequent hand-washing reminders should be provided in the form of announcements and signage. Site leaders must ensure that soap dispensers, paper towel dispensers, and toilet paper dispensers are always sufficiently supplied. Site leaders must also provide enough supplies for employees and students to clean up after themselves (such as for wiping down tables, faucets, etc.)

Social Distancing During Lunches

To comply with current guidance of six feet between students, it may be necessary on occasion, for lunches to be eaten either outdoors or in classrooms. If lines can be avoided or eliminated, they should be.

Employees should be stationed to monitor social distancing among students going through the lunch line as well as students eating lunch in the cafeteria. Students should be prevented from socializing in line if such socializing violates the six-foot social distancing norm. Similar rules should apply to prevent social distancing violations of employees in break rooms.

Cafeteria workers will be required to use masks and gloves while serving food or working at the cash register. Social distancing must be enforced during lunch lines.

Employees should be encouraged or required to take lunches in classrooms, their offices, or personal vehicles.

Sufficient time gaps should be established between student and staff lunch times and break times to permit the wiping down of tables, seats, all surfaces, serving lines, refrigerators, microwave ovens, and vending machines after each use.

Vending machines in student areas such as hallways should be disabled or removed. No self-service options of any kind should be available for students or staff. Site leaders may consider removing or disabling refrigerators in staff lounge areas to encourage the use of personal coolers.

Social Distancing for Locker Rooms

Student access to locker rooms should be limited to a number required to guarantee six feet of space between individuals. It is likely that students will be required to use locker rooms in shifts, so it may be necessary to limit student time in locker rooms. Social distancing must be enforced both in the locker room and while other shifts of students are waiting outside the locker room.

Direct adult supervision is required for students in the locker room and students waiting outside the locker room. An adult may be required to stand in a doorway in order to monitor both areas, or multiple adults may be required. Lockers should be assigned to ensure six feet of distancing between students.

It is suggested to limit access to lockers only to students who must have a locker as a matter of health or safety and/or due to disability or clothing change requirements based on program participation. Shelving in classrooms could be used for book storage to reduce the need for lockers.

Social Distancing in Common Areas (Such as Gyms and Auditoriums)

Cleaning intervals should always be increased to ensure a clean environment. Campus administrators should ensure social distancing is maintained in common areas. Non-essential gatherings should not be permitted.

Physical education classes should be conducted outdoors whenever possible. When

outdoors, social distancing recommendations should still be followed. When outdoor PE is not possible, efforts should be made to guarantee six feet of space between students in the gym. When six feet of spacing is not possible, students ages 10 and up must wear masks in accordance with Governor Abbott's Executive Order GA-29. Students may be required to receive periodic physical education lessons in their regular classrooms so that smaller groups can rotate gym usage. When physical education classes are conducted in the gym or classroom, heavy respiration activities should be avoided.

Extracurricular activity guidelines will be covered in a separate document and will align with UIL guidance and TEA guidance related to non-UIL extracurricular activities.

Social Distancing in Faculty Meetings

There must be at least six feet of space between individuals in meetings. When six feet of spacing is not possible, it may be necessary to use video-conferencing technologies so that faculty meetings can occur simultaneously in multiple areas or with teachers joining from their classrooms. Doors into faculty meetings should be propped to eliminate the need for touching door handles.

At this time, faculty meetings should not include bowls of candy, pencil jars, or any other self-serve arrangement for foods, drinks, or materials.

Social Distancing in Classrooms

In classrooms where it is possible, student desks must be at least six feet apart. In classrooms where students are regularly within six feet of one another, one or more of the following mitigation strategies should be implemented by the classroom teacher: more frequent disinfecting and hand washing, more frequent disinfecting of desktops and common surfaces, encouraging students to wear masks or face shields (when there is no order requiring it), requiring students to wear masks or face shields (when there is an order requiring it), increasing airflow from outdoors if possible, and/or deploying sneeze guards on student desks.

Students should never be allowed to sit facing one another (such as at a table or during group work) when fewer than six feet of space separate them and they are not using masks, face shields, or sneeze guards.

Teachers must ensure social distancing of at least six feet between students at all times when it is possible throughout each school day.

Social Distancing in Offices

Office work should be organized to ensure social distancing to keep separation of employees of six feet, as a minimum. Desk-to-desk/face-to-face layouts must be

avoided. If it is not possible to separate desks by at least six feet, dividers should be used between them. Meeting rooms should be organized to guarantee social distancing via the removal of seating. It may sometimes be necessary to communicate similar messages over the course of multiple meetings. Meetings with external parties such as vendors or parents must be held using teleconferencing technologies or telephonic communications whenever possible. There may be times or situations when remote work is necessary due to an employee's health conditions or other factors in the office area. Self-cleaning of the office area is encouraged multiple times throughout the day with special attention to the most used surfaces such as keyboards, monitors, chair arm rests, desks, countertops, cubicles, and dividers. Self-serve coffee makers, food baskets, and the like are not permitted.

Social Distancing in Work Rooms, Lounges, and Similar Areas

Whenever possible, work areas should be arranged to allow separation of six feet. It may be necessary to limit occupancy in smaller work rooms. It is recommended that all ISD sites have a sign in sheet with times in and out in common work areas in case a later need arises to trace contact between a Covid-19 positive individual and coworkers.

Clear signage about the desired location of persons should be placed in each work area. Physical aids should be used to assist social distancing (such as taping marks on floors, using shelves as area separators, or moving copiers away from each other). Work areas should be disinfected multiple times per day, particularly common touch surfaces. If available, hand sanitizer should be present in work rooms and lounges. In situations where six feet of distance isn't possible, employees should be provided with alternative measures to mitigate their exposure, such as face masks, face shields, plexi-glass barriers, or body orientation guidance. Plexi-glass barriers should be cleaned multiple times per day.

Social Distancing in Personal Transportation to School or Work

Individuals commuting in private transportation to and from school or work should, when possible, only travel alone or with members of their own household. Public transportation is discouraged. Carpooling with individuals who are not members of the employee's or student's household, though discouraged, may sometimes be necessary. When it is, the following guidelines should be followed:

-If any passenger or driver in the vehicle exhibits any symptoms associated with Covid-19, ISD employees or students should not ride to work with that passenger or driver. Instead, the employee or student should drive themselves to work; the employee or student should find alternative transportation; or the sick passenger or driver should find another way to his or her destination or should stay home.

-Employees or students should avoid touching surfaces within the vehicle and/or should use disinfecting wipes to treat the area he or she may contact.

-Employees or students should wash or disinfect their hands thoroughly before and after carpooling.

-If an employee or student learns that a fellow passenger or driver with whom the employee or student has been carpooling is diagnosed with Covid-19, he or she must disclose that immediately to his or her direct supervisor or a teacher or administrator.

-Employees or students who carpool should avoid facing other passengers while talking.

-Middle seats of bench seats should be left open when carpooling.

-Cough and sneeze etiquette should be followed consistently during shared rides.

-Employees and students who carpool are encouraged to wear face masks during shared rides with non-household individuals.

Social Distancing on School Buses

Students, drivers, and transportation aides will be required to use hand sanitizer upon boarding the bus. To the extent possible, students will be separated from other students. For bus routes where students need to sit in close proximity within the bus, students for whom it is developmentally appropriate will be required to wear face masks or face shields, in accordance with Governor's Executive Order GA-29. When it is feasible to do so, bus windows will be opened to allow outside air to circulate within the bus.

Parents and guardians are encouraged to drop students off, carpool, or walk with their student to school to reduce the number of bus riders in the district.

Buses must be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, ISD staff must wear masks and--weather permitting--open bus windows to allow for additional ventilation and air flow.

Screening

Self-Screening

The self-screening protocol is in place to prevent sick or symptomatic employees or students from leaving their homes in order to decrease the likelihood of spreading infection at school. The daily self-screening protocol will be distributed to all employees and students for required home self-screening. The daily self-screening protocol will also be posted in highly visible areas at all district sites, including at all entrances. The

daily self-screening should include employees taking their own temperature before entering the facility or interacting with other individuals.

Teachers, staff, and students must report to school officials if (a) they have come into close contact with an individual who is lab-confirmed with Covid-19; or (b) they themselves have Covid-19 symptoms or are lab-confirmed with Covid-19.

If a student or employee does not recognize symptoms in their daily self-screening, he or she may go to school or work. Upon arrival to the site, if the employee or student is deemed symptomatic the **On-Site Health Screening Protocol** (below) must be followed. If the employee or student is deemed symptomatic later in the day after the individual has spent time on-site, the **Isolation Protocol** must be followed.

The Self-Screening protocol for employees and students involves two tasks: daily self-screening by following the directions on the flyer along with weekly self-reporting.

Daily self-reporting is required of all ISD employees and weekly self-reporting for all students attending classes on campus is recommended. This process entails the completion of an electronic survey for employees that must be submitted prior to entering a school facility or school bus each week. If the self-report indicates that a student or employee is symptomatic and the individual is off-site when the self-report is completed, the individual must not report to ISD facilities. If the self-report indicates that the student or employee is symptomatic and the student or employee arrives on site, the **On-Site Health Screening Protocol** (below) must be followed. If the self-report is completed on-site after the individual has spent time on-site, the **Isolation Protocol** must be followed.

The weekly self-report should indicate if: (a) the individual has any of the Covid-19 symptoms listed, or (b) they have had close contact with an individual who is lab-confirmed with Covid-19. A student or employee who fails to complete the self-report may be screened via telephone or in-person questioning.

Any parent who will regularly enter the school building to pick up or drop off a student must also complete the weekly self report and conduct the self-screening described above. In general, parents will not be permitted to enter buildings to pick up and drop off students, except in special circumstances.

Visitors to all Graford ISD facilities must self-screen by referring to the posted Self-Screening Protocol at the entrance to each site. Before visitors are allowed to enter ISD facilities, the school should screen all visitors to determine if: (a) they have Covid-19 symptoms or are lab- confirmed with Covid-19; or (b) they have had close contact with an individual who is lab- confirmed with Covid-19.

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, and instead should opt to receive remote instruction until the conditions for reentry are met.

Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with Covid-19 until the 14-day incubation period has passed.

School districts are permitted to prevent any individual who fails the screening criteria from being admitted to the campus or onto a bus until they meet re-entry criteria.

On-Site Health Screening Protocol

This is a start-of-day screening only; screening does not need to be completed during the day, except in the case of employees who initially report to work later. Employees who report to multiple worksites need only be screened at their first assigned location.

On-Site Temperature Screening Protocol

To help prevent the spread of Covid-19 and reduce the potential risk of exposure to our employees and visitors, on-arrival temperature screenings for all staff and visitors will be implemented if one of two scenarios occurs:

-if any ISD sites are in an area classified as WHO pandemic phase 5, or

-at any ISD site where five Covid-19 positive infections have occurred within a 15-day window or at any time the campus principal or site supervisor deems daily temperature checks advisable due to a site-localized outbreak.

On-arrival temperature screenings will cease to become mandatory when a site regresses to WHO pandemic phase 4 or less, or when 15 days have passed without a Covid-19 positive case at that site.

When required, on-arrival temperature screenings are to be completed daily by medical or site personnel of all incoming employees/contractors/visitors/students before accessing the facility. If an individual's temperature is 100.0 degrees or higher, or if the individual exhibits visible symptoms or illness consistent with Covid-19, the individual or his or her parents will be asked to contact a medical provider for a checkup, in accordance with state health department guidelines. It may be possible for a student or employee to be seen via telemedicine on-site, if such an appointment can be made while also isolating the individual.

If an employee does not accept the screening, the ISD will require the employee to depart work, and meet the return-to-work protocol described later in this document prior to returning to ISD premises, following the state's medical leave regulation. (Legal requirements should be reviewed by the HR department.) If an employee is confirmed to have Covid-19, the ISD will inform all employees at the campus, including those in the immediate work area or who are known to have been in close contact with the

employee, and will inform parents of students at the campus. Unless required by the local health authority, the name of the infected employee should not be provided. Quarantine of any healthy employees will be determined upon consultation with local health officials. In general, employees who test positive for Covid-19 will be required to quarantine for 14 days and will be required to obtain medical certification prior to returning to work--see Quarantine Protocol and Return-to-Work Protocol later in this document for more specific details. Employee personal data and confidentiality must be protected by law.

Employees returning to work from an approved medical leave should be directed to contact the HR office and submit to that office a medical certification releasing them to return to work.

Visitors

Visitors will only be allowed on-site at ISD facilities when necessary. This could include first responders or contractors needing to repair systems vital for operations. Until further notice, parents will not be permitted to eat lunch with their children or visit their classrooms. Parent- teacher conferences should be conducted via telephone call or videoconference. Parents will be allowed to bring meals to school offices to be delivered to their child.

Vendors will not be permitted to enter buildings. Vendor communications may occur via telephone or videoconference.

Due to social distancing restrictions, public assemblies, awards ceremonies and the like will not occur in the traditional sense. It is not permitted to assemble large numbers of students in auditoriums and cafeterias at this time. Awards presentations may be conducted in individual classrooms and filmed for release via social media, the school website, or other communications methods.

When business-critical in-person meetings must occur, they should be held in accordance with the **Graford ISD Covid-19 Prevention and Response Protocol**. The visitor self-screening protocol prohibits visits from any individual who has had known exposure to Covid-19 within the past 14 days or who is exhibiting symptoms consistent with Covid-19.

Contractor work that does occur must limit exposure by ensuring the contractor/visitor takes a direct route to and from work areas and does not unnecessarily interact with staff or students; scheduling maintenance contractor visits before or after hours when possible; practicing social distancing at all times and instructing visitors regarding our expectations on this matter; practicing expected hygiene regarding washing hands and covering coughs/sneezes and instructing visitors regarding our expectations on this matter; and using dedicated meeting rooms for meetings and disinfecting common surfaces between meetings.

Deliveries

The World Health Organization has advised that it is safe to receive packages from areas where Covid-19 has been reported, advising that, “The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes Covid-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.” The virus does not survive on surfaces for long and shipping time should normally inactivate the virus. Staff who are concerned about contamination from packages should wash their hands frequently with soap and water when handling deliveries.

Staff Training

Pre-School Year Trainings

Prior to the August 10, 2020 return of the majority of the Graford ISD workforce, all campus principals will be trained on the **Graford ISD Covid-19 Prevention and Response Protocol** (this document).

Prior to the August 10, 2020 return of the majority of the Graford ISD workforce, the district HR team will be provided an in-depth review of employee attendance consequences and requirements related to Isolation Protocol, Self-Quarantine, and Return-to-Work Protocol.

First-Day Trainings

On August 10, 2020 or as soon as practicable thereafter, all employees must be trained either by their site leader or by central office personnel on the **Graford ISD Covid-19 Prevention and Response Protocol** (this document). This training must include but not be limited to: the ISD’s Covid-19 response, signs and symptoms of Covid-19, daily self-screening for symptoms, Isolation Protocol, social distancing measures, personal hygiene, and disinfection measures.

Copies of training sign-in sheets must be forwarded to the HR office. Originals should be kept by site leaders (campus principals or department directors with stand-alone facilities).

These trainings must adhere to social distancing protocols described within this document. It may be necessary to use teleconferencing technologies to keep group sizes appropriate.

PART II: RESPONSE

What is Exposure?

Direct Exposure

A Graford ISD employee or student is considered “exposed” to Covid-19 if one of the following is true:

-Close Contact: At any time in the last 14 days, the employee or student has been directly exposed to infectious secretions (e.g., being coughed on) while not wearing a mask or face shield, has been within six feet of a person who has been lab- confirmed to have Covid-19 for a cumulative duration of 15 minutes, while the person was infectious.

-Direct Secretion: At any time in the last 14 days, the employee or student has been directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield) by a person who has been lab-confirmed to have Covid-19, while the person was infectious.

Indirect Exposure

Note that an employee or student is NOT considered exposed if someone they are in contact with has come into contact with an infected individual. If the person with whom a student or employee is in contact has tested positive for Covid-19, at that time the student or employee is considered exposed. ***For example: if a teacher’s husband went to a wedding and spent 15 minutes within six feet of a person who later tested positive for Covid-19, the husband is considered exposed but the teacher is not considered exposed until the husband has a positive Covid-19 lab test.*** In a case where a student or employee is in contact with someone who has been exposed but has not tested positive, the student or employee should follow the **Daily Self-Screening Protocol**. If the person a student or employee is in contact with is awaiting Covid-19 test results, the student or employee should follow the **Daily Self-Screening Protocol** while also reporting to the school nurse or other official for a daily temperature check prior to interacting with anyone else at school. They may stop reporting for a daily temperature check if the other person’s test comes back negative for Covid-19. If the other person’s test comes back positive for Covid-19, they will need to follow the appropriate flowchart for being around someone who has tested positive for Covid-19.

Assumed Exposure

If a person a student or employee has been in close contact with refuses or is unable to

obtain a Covid-19 test, the student or employee must immediately inform their direct supervisor or their campus principal of that information and will be assumed to be exposed.

(If you have trouble understanding the implications of these examples, please review the flowcharts below or contact your direct supervisor, campus principal, HR, or the superintendent's office for a more thorough explanation.)

What are the Symptoms?

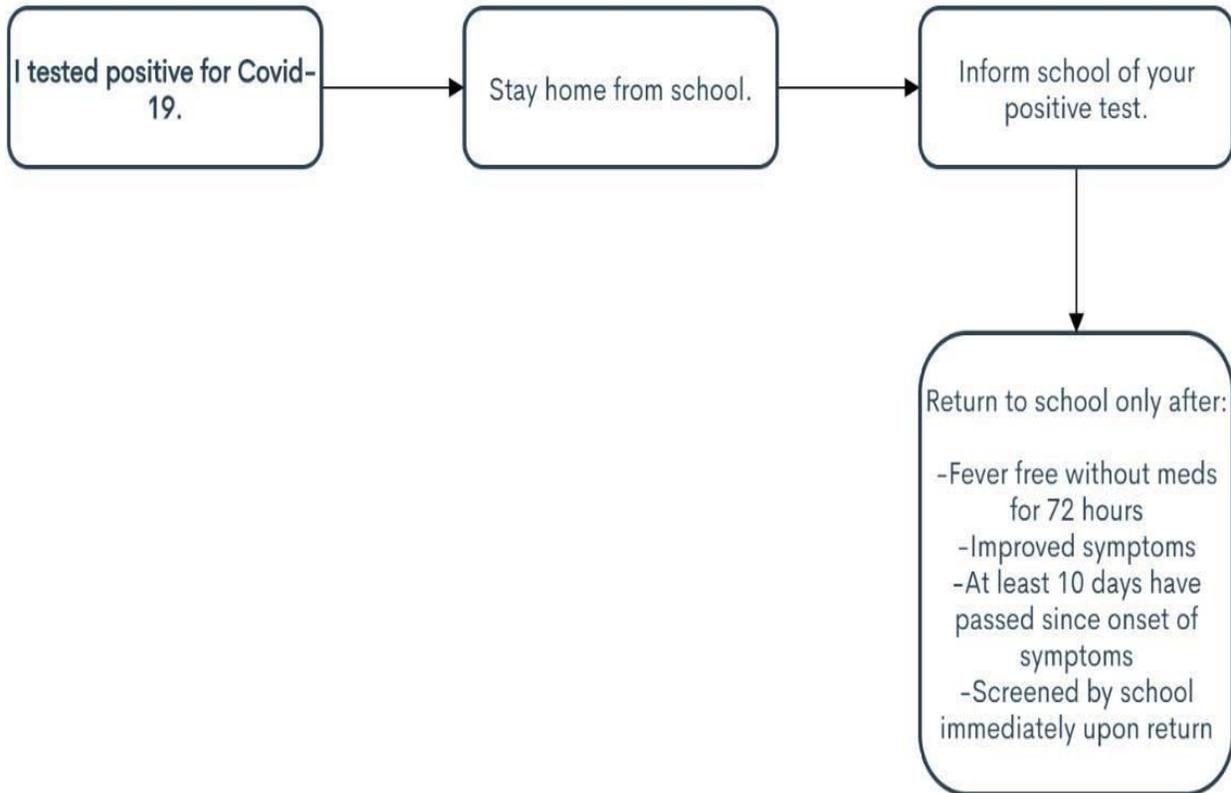
According to the latest information from the Texas Education Agency, the symptoms of Covid- 19 include the following:

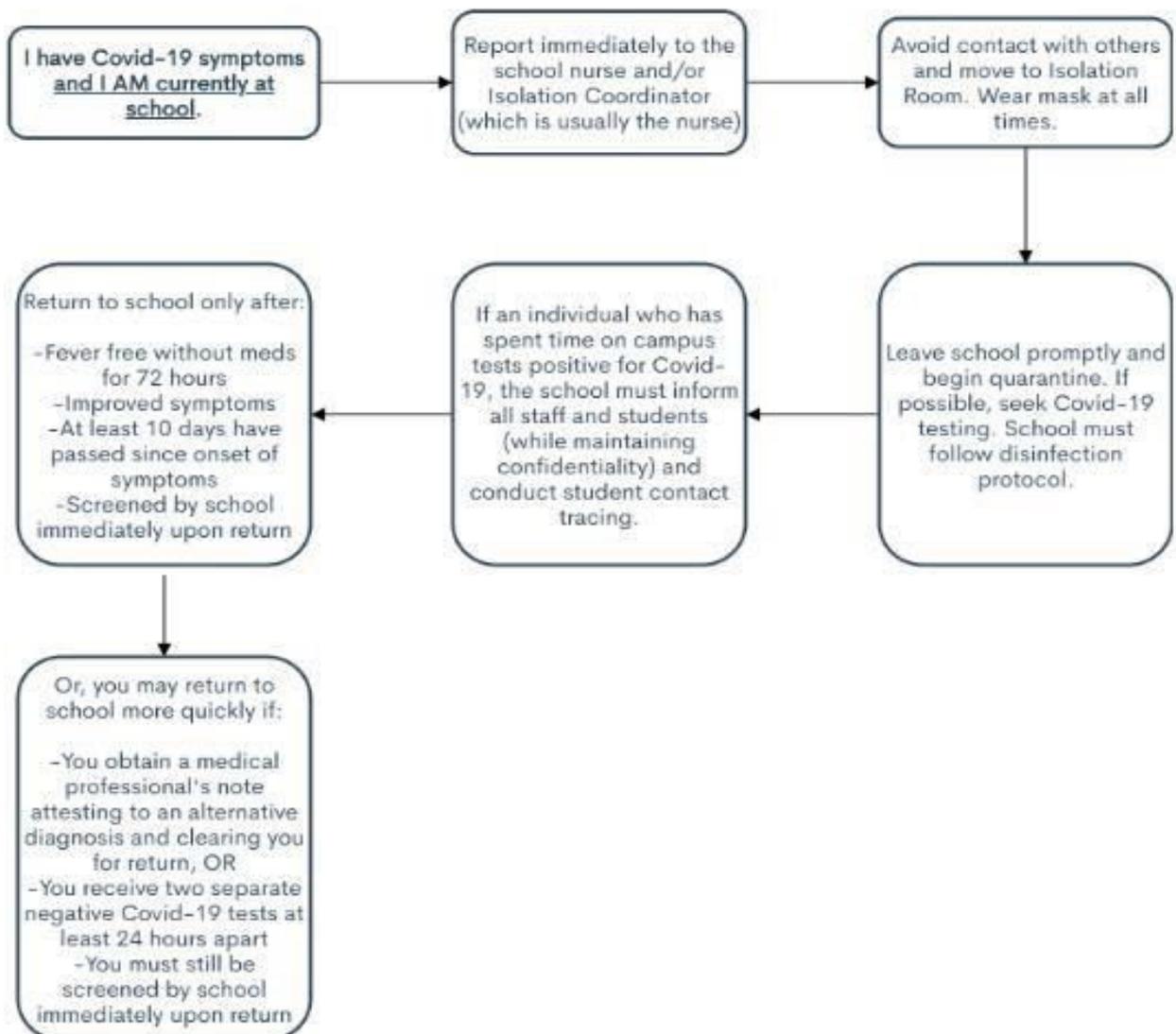
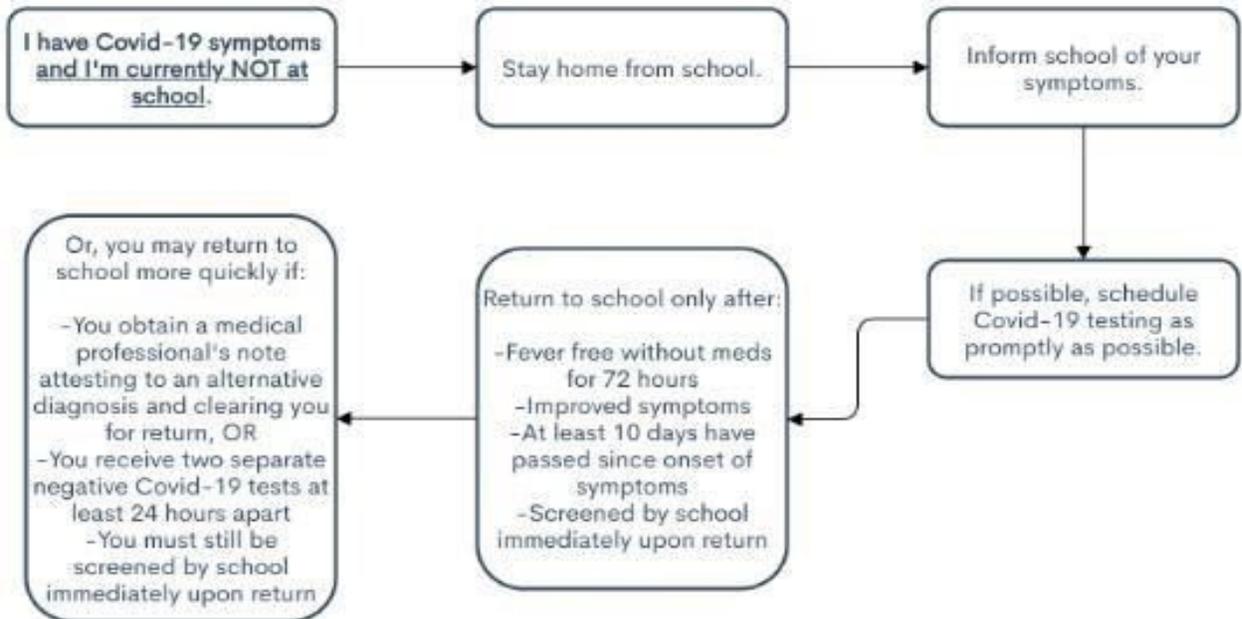
- Fever at or above 100.0 degree Fahrenheit or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Significant muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Chills, shaking, or exaggerated shivering
- Diarrhea

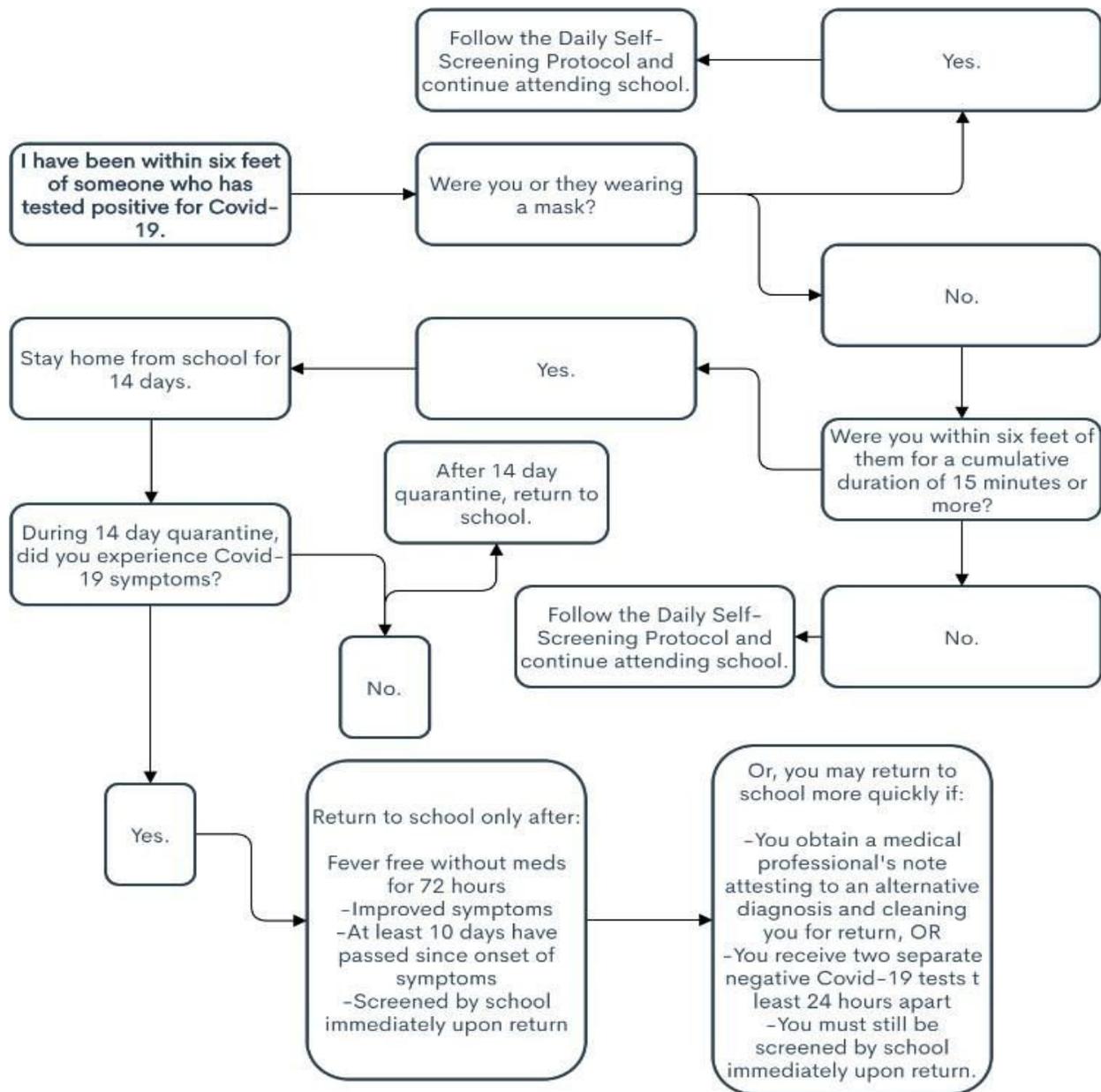
(Additional source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

On the following two pages, please find flowcharts for ease of understanding steps that need to be taken when a staff member or student tests positive for Covid-19 or has Covid-19 symptoms.

On the subsequent pages, please find flowcharts for ease of understanding steps that need to be taken when a staff member or student is exposed to someone who has tested positive for Covid-19.



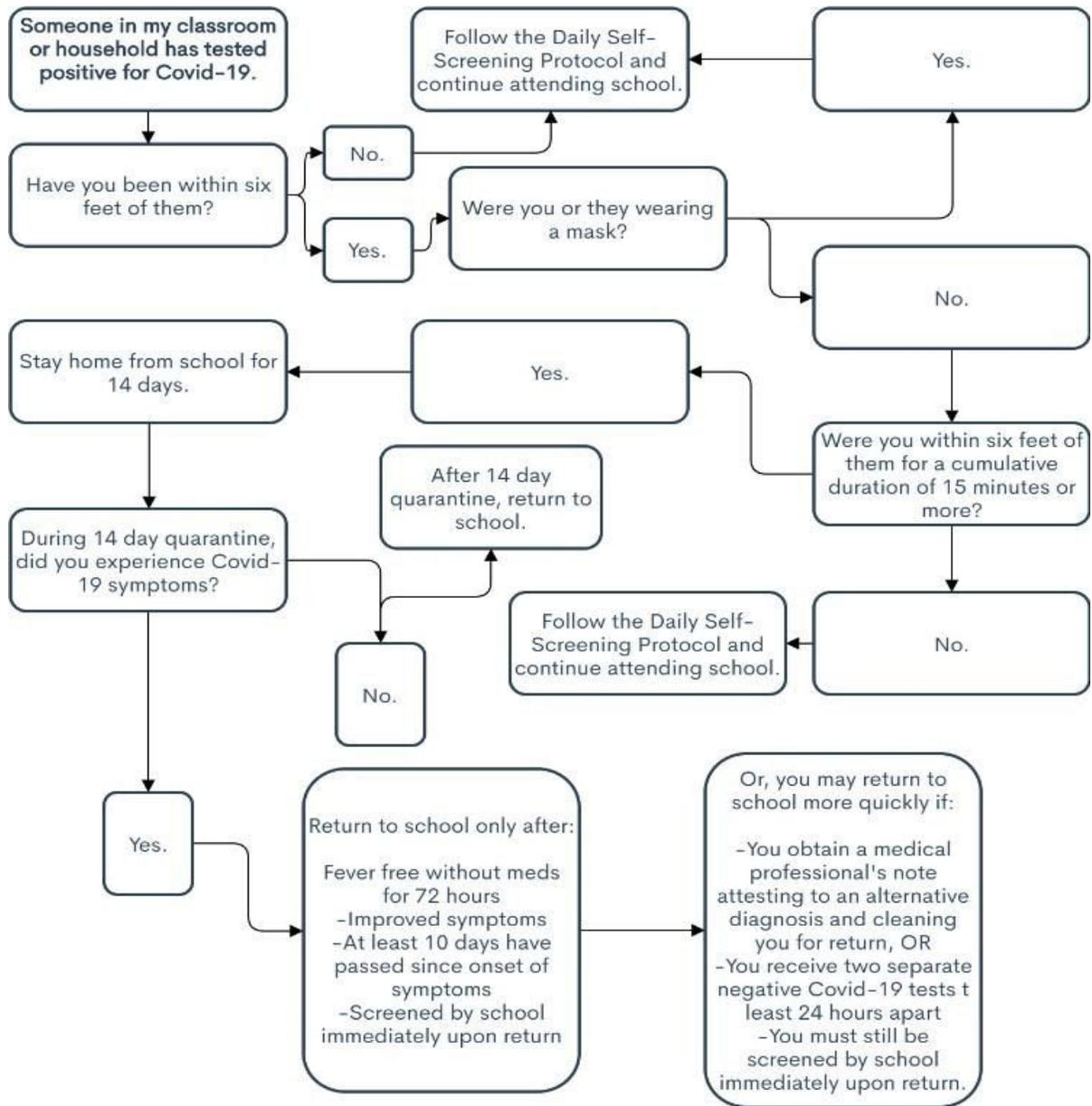


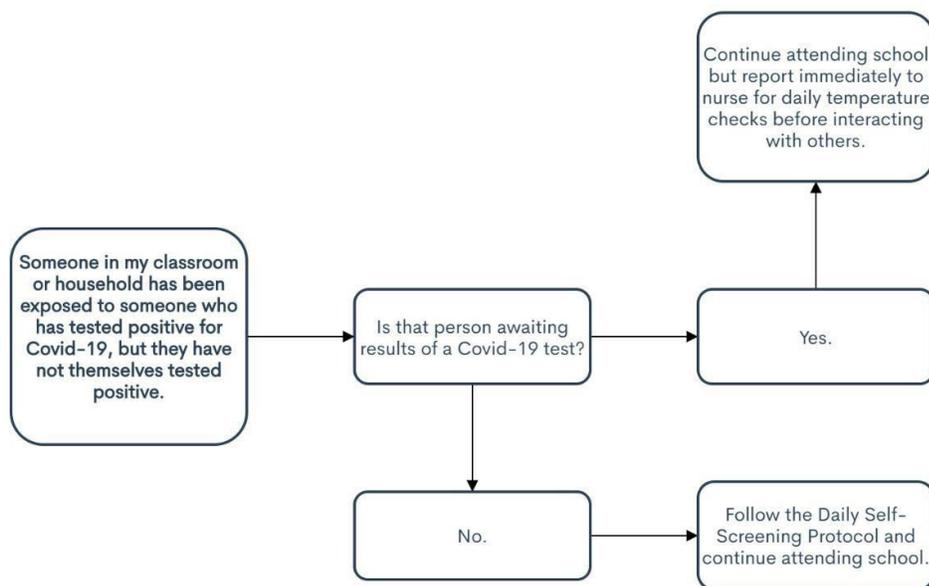


*Use this flowchart also for the following special circumstances:

-I have been within six feet of someone who is experiencing Covid-19 symptoms but has refused or been unable to get a Covid-19 test.

-If someone who has tested positive for Covid-19 has sneezed or coughed on you, go to the box above that says “Stay home from school for 14 days” and proceed from there.





Individuals Confirmed, Suspected, or Exposed to Covid-19

Any individuals who either: (a) are lab-confirmed to have Covid-19; or (b) experience the symptoms of Covid-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine all of the following conditions for campus re-entry have been met:

- At least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); **and**
- the individual has improvement in symptoms; **and**
- at least ten 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 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 via acute infection tests at an approved Covid-19 testing location found at <https://tdem.texas.gov/covid-19/>.

Individuals who have had direct exposure to someone who is lab-confirmed to have Covid-19, as defined in this document, should stay at home through the 14-day incubation period and should not be allowed on campus. After the incubation period has ended, school systems should screen individuals. If the individual did not experience Covid-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the three-step set of criteria outlined above have been met.

Isolation Protocol

Isolation Protocol is for employees or students who become ill while at school or at work. Employees and students should be advised that if a person feels ill, or if someone else observes someone is exhibiting symptoms consistent with Covid-19 while at school or work, they are to contact the Isolation Coordinator as determined by each site.

Each site must establish an Isolation Room. The Isolation Room may not be the Nurse's Office.

When an ill individual contacts the Isolation Coordinator, it is preferable that contact be made by telephone so that the Isolation Coordinator has time to put on a face mask and nitrile gloves prior to meeting the ill person in the Isolation Room.

Isolation Coordinators may be selected from the following employees: school nurse, principal, assistant principal, director, safety lead, lead teacher with training and prior experience in health care.

Any individual who shows Covid-19 symptoms while at school should be immediately separated from the campus population until they are able to leave campus.

When the suspected infected individual arrives in the Isolation Room they must be immediately provided with a mask and gloves if they don't already have them. It must be explained to them that it is to help protect other individuals and prevent the spread of a potential virus. A temperature check should be taken immediately.

The Isolation Coordinator must complete a Suspected Covid-19 Case Form and call the local health authority or medical office to see advice regarding transportation and location. The Isolation Coordinator and any other persons attending the suspected infected individual must wear protective masks and surgical gloves while working with the person. The Isolation Coordinator should direct an ill employee to leave work and go home or to the nearest health care facility. The employee should drive himself or herself if possible; if not, they should reach out for a ride from a family member. The parents of an ill student must be contacted for transport options. Public transportation should not be used. The person must not be released from isolation for any reason until their ride arrives.

If ISD personnel are to transport the person, it must be in a school vehicle and not a privately- owned vehicle. The driver must wear a mask and gloves for the entire trip and the return trip, and the mask and gloves must be removed properly and disposed of properly upon return. Once the school vehicle is returned, it must be cleaned. All surfaces, seats, dashboards, door handles, seatbelts, etc., must be washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and surgical gloves while doing so. For the safety of our transportation staff, under no circumstances should a vehicle used to transport a sick individual that has not been cleaned as described here be left at the bus barn without informing the transportation director that the vehicle could be contaminated and has not been disinfected.

The Isolation Coordinator must work with HR to identify persons who may have been in contact with the suspected infected individual and must advise employees and parents of other students that they may have been in contact with a suspect infected individual. They should instruct these people to conduct self-screening checks every morning and contact the HR department or the campus administration if the employee or student, respectively, becomes symptomatic. The Isolation Coordinator should also work with HR to advise employees to contact a physician to obtain a medical clearance to return to work. The Isolation Coordinator should also ensure that both the Isolation Room and the suspected infected individual's classroom, workstation, or office is thoroughly cleaned and disinfected, in addition to all other common surfaces touched recently by the suspected infected individual. All persons carrying out this cleaning must wear disposable surgical gloves and all PPEs should be appropriately discarded prior to resuming normal work conditions.

The Isolation Room should be located away from the general population when possible.

Isolation Room Process Summary

Covid-19 related symptoms detected at home: do not report to work/school. The individual cannot return to campus until the school system screens the individual to determine all of the following conditions for campus re-entry have been met:

-At least 72 hours have passed since recovery (resolution of fever without the use of fever- reducing medications); **and**

-the individual has improvement in symptoms; **and**

-at least ten 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 three-step set of criteria 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 via acute infection tests at an approved Covid-19 testing location found at [https://tdem.texas.gov/covid- 19/](https://tdem.texas.gov/covid-19/).

Covid-19 related symptoms detected at site entry, during On-Site Health Screening Protocol or On-Site Temperature Screening Protocol: Contact Isolation Coordinator immediately, preferably via telephone or radio to avoid possible exposure of the Isolation Coordinator. Report to the Isolation Room and put on a surgical mask and gloves. The Isolation Coordinator should have a mask and gloves on before the individual arrives to the room, if possible. The Isolation Coordinator must complete a Suspected Covid-19 Case Form. Take temperature in Isolation Room. If temperature is 100.0 degrees and/or other Covid-19 related symptoms are detected, the employee or student should be sent home. This should be reported to HR and to the employee's supervisor. If no symptoms are detected, the employee or student should be sent to work or class. In the case of a student, parents should be contacted for both symptomatic and asymptomatic students. In asymptomatic cases, parents should be encouraged to conduct thorough daily screenings. In cases where a student or employee is sent home, the Isolation Room must be disinfected, in addition to all surfaces recently touched by the employee or student following the Disinfection Protocol. The school should clean all areas used by the individual who shows Covid-19 symptoms as soon as possible.

Covid-19 related symptoms detected during the school day, after site entry: Contact Isolation Coordinator immediately, preferably via telephone or radio to avoid possible exposure of the Isolation Coordinator. Report to the Isolation Room. Report to the Isolation Room and put on a surgical mask and gloves. The Isolation Coordinator should have a mask and gloves on before the individual arrives to the room, if possible. The Isolation Coordinator must complete a Suspected Covid-19 Case Form. Take temperature in Isolation Room. If temperature is 100.0 degrees and/or other Covid-19 related symptoms are detected, the employee or student should be sent home. This should be reported to HR and to the employee's supervisor. If no symptoms are detected, discretion is taken by the employee and supervisor to return to work or send home. In the case of a student, parents should be contacted and informed of the visit to the Isolation Room and should be encouraged to conduct thorough daily screenings. If the employee or student is found to have Covid-19 related symptoms, the employee or student should be sent home or to a healthcare provider. In cases where a student or employee is sent home, the Isolation Room must be disinfected, in addition to all surfaces recently touched by the employee or student following the Disinfection Protocol. If an individual who has been in school is lab-confirmed to have Covid-19, the school must notify its local health department. The school must close off areas that are heavily used by the individual with the lab confirmed case until the nonporous surfaces in those areas can be disinfected, unless more than 3 days have already passed since

that person was on campus. 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 on-campus activities.

Transportation guidelines: Employees should drive themselves or have a household member drive them. School transportation should not be used unless there is no other option. If school transportation is used, the driver must wear a mask and gloves on both the trip and the return trip, and so must the potentially sick individual. The school vehicle must be disinfected upon return. Any persons cleaning the car must wear a mask and gloves. For students, parents should be requested to come and pick up the ill student, if possible. If transportation must be provided, no ISD employee may use their personal vehicle to transport a possible Covid-19 patient from school to their home or health care provider.

Post-Isolation Room steps: If a student or employee is sent home from the Isolation Room, the employee is required, and the student is encouraged, to see a medical professional for a potential Covid-19 diagnosis. The employee must provide his or her supervisor and the HR office a note from their medical provider to confirm Covid-19 status. If the Covid-19 test is negative, the employee may return to work. In the case of a student whose parents take him or her to the doctor, if the Covid-19 test is negative, the student may return to school—a medical note confirming the student is negative for Covid-19 will be required. If Covid-19 testing is unavailable, or parents are unwilling or unable to take their child for a medical visit, a 14-day quarantine will be required. Staff who refuse to get tested for Covid-19 when testing is available could face disciplinary action and/or be docked pay for missed days.

What if someone who has been at school tests positive for Covid-19? If an individual who has been in school is lab-confirmed to have Covid-19, the school must notify its local health department. The school must close off areas that are heavily used by the individual with the lab confirmed case until the nonporous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus. 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 on-campus activities.

Contact Tracing: If a student or employee is confirmed positive for Covid-19 by receiving a positive test result or assumed positive as a result of refusing or being unable to test, the Isolation Coordinator with help of the site leader and HR must identify persons who may have been exposed to the infected employee or student. (Exposure is defined in the section entitled “What is Exposure” above.) Each person identified as having come into contact with the positive individual must be provided a copy of the Self-Screening Protocol and required to self-quarantine for 14-days or until obtaining two negative Covid-19 test results at least 24 hours apart at an approved Covid-19 testing location found at <https://tdem.texas.gov/covid-19/> or a medical certification to return to work or school. (See Quarantine Protocol and Return to Work/School Protocol

below.) These individuals must self-screen daily; if they become symptomatic during their self-quarantine, employees must inform HR and their direct supervisor and students must inform their campus principal.

Quarantine Protocol

Employees and students are required to remain off ISD property for 14 days if:

- they have Covid-19 symptoms (see **What are the Symptoms?**)
- they meet the criteria for direct exposure to Covid-19 or assumed exposure (see **What is Exposure?**)
- or have received a positive test result

Any individuals who either: (a) are lab-confirmed to have Covid-19; or (b) experience the symptoms of Covid-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine all of the following conditions for campus re-entry have been met:

- At least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); **and**
- the individual has improvement in symptoms; **and**
- at least ten 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 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 via acute infection tests at an approved Covid-19 testing location found at <https://tdem.texas.gov/covid-19/>.

Employees and students under self-quarantine should avoid leaving home except for necessary visits to medical providers. They should isolate themselves from other family members and, if possible, have their own designated bathroom. If this isn't possible and a bathroom must be shared, they should thoroughly wipe down any fixtures or surfaces they touch after each bathroom visit. If a family member must enter their room to care

for them, masks and gloves should always be worn. If an employee or student in self-quarantine must leave the house, exceedingly good hygiene and social distancing are crucial to prevent the spread of the virus in the community.

No visitors should be allowed in the home during self-quarantine. Working from home is permissible if the employee's health allows it. If a person in self-quarantine needs to see a medical professional, it is advisable that they call ahead to ensure they are going to the correct place and taking the necessary precautions. Persons under self-quarantine who must travel outside the home should wear face masks during transit or anytime they are around other people. They must cover their mouth and nose with a tissue anytime they cough or sneeze then promptly wash their hands with soap and water for 20 seconds or clean their hands with hand sanitizer containing at least 60% alcohol. They must avoid touching surfaces that could be touched by others. If they do touch a surface, they should clean it with a household cleaner or disinfectant wipe. Such surfaces include but are not limited to doorknobs, counters, tabletops, bathroom fixtures, toilets, phones, keyboards, tables, and bedside tables. Individuals in self-quarantine must avoid sharing household items including drinking cups, eating utensils, towels, and even bedding. Wash such items thoroughly after using, with hot water. Any surface that may be contaminated with blood, stool, or bodily fluids must be cleaned thoroughly with disinfectants.

While in self-quarantine, it is important to maintain good airflow in any shared space using an air conditioner or open windows. If possible, groceries and toiletries should be delivered to avoid exposing workers and other customers.

Return to Work/School Protocol

Employees or students who have been under self-quarantine may return to work under the following conditions:

If tested, you can leave home after these three things have happened:

- You no longer have a fever without use of medicine to control fevers AND
- Other symptoms such as shortness of breath or cough have improved markedly or disappeared AND
- You received medical certification to return to work or school based on one or more negative Covid-19 tests (your medical provider will follow local health authority and/or CDC guidelines in determining whether to allow you to return to work or school)

If not tested, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours, without the use of medicines to control fever AND

-Other symptoms such as shortness of breath or cough have improved markedly or disappeared AND

-At least 14 days have passed since your symptoms first appeared

Employees must contact HR and their direct supervisor prior to returning to work to confirm that they have met one of the above criteria for their return and to discuss documentation that may be required before their return to ISD premises.

PART III: FREQUENTLY ASKED QUESTIONS

Many of these questions are answered more thoroughly in the relevant sections of this guide. For ease of use, this section provided brief answers at-a-glance.

Do students or employees have to wear masks to school?

In accordance with Governor Abbott's Executive Order GA-29, as of July 7, 2020, face masks or face shields are required by students age 10 and above and all adults when unable to maintain six feet or more of social distance, whether inside the building or outdoors. At Graford ISD, we will require mask or face shield usage for all students in grades 4 and higher during times of transition and when 6' social distancing practices cannot be followed.

For the purposes of this rule, the term "masks" is inclusive of disposable paper masks, reusable cloth masks, gaiters, medical-grade or surgical masks, or plastic face shields. Masks must be worn to cover both the nose and mouth.

Even when there is no federal, state, or local order in effect mandating the use of masks or face shields, the wearing of face masks will still be required for certain employees who are frequently in close contact with potential sources of germs (school nurse, custodians, and Isolation Coordinators) or who interact with large numbers of individuals (cafeteria workers). Even when not required, face masks or shields for students and all employees and visitors are strongly encouraged. In certain cases when social distancing isn't possible, face masks or shields may be required by school officials even when a federal, state, or local order is not in effect. In addition, all students who ride buses are highly encouraged to wear masks.

Do students or employees have to have their temperature taken at the door before coming into school?

Daily temperature reading upon site entry is only required if the campus is determined to be in a WHO Phase 5 Pandemic area or if the site has had five or more positive Covid-19 cases in the past 15 days or is determined necessary by the campus principal

or site supervisor due to a localized outbreak. Daily temperature reading upon site entry will cease when 15 days have passed without a Covid-19 positive case or when the site regressed to WHO Phase 4. Individual temperature readings will be required for students and employees who are required to visit the Isolation Room (see **Isolation Protocol**). In addition, daily temperature readings upon arrival will be required for students or employees who meet the criteria for indirect exposure, for a period of 14 days (see **What is Exposure?**) All custodians will take daily temperature readings on campus. All Graford ISD staff members will take daily temperature readings at home or on campus.

Daily temperature checks will also be required for any staff member or student who shares a classroom or household with someone who has taken a Covid-19 test and is awaiting results.

Do students or employees have to wear gloves to school?

No. Certain employees will be required to wear gloves based on their job assignments (cafeteria workers and disinfection team members, for example). Wearing gloves is discouraged for the general population because it discourages frequent hand washing and can create a false sense of security. In addition, training is required for a full understanding of proper use and removal of surgical gloves.

What if I am concerned about sending my child to school due to health concerns?

Children are permitted to learn from home.

What if I am concerned about reporting to work as an educator due to health concerns?

Educators are encouraged to take extra medical precautions they deem necessary when reporting to work, including use of face masks or face shields and increased personal hand sanitization. Educators are reminded to practice and enforce social distancing, hygiene requirements, and other aspects of this guide designed to ensure a safe working and learning environment. Educators must report to work except in cases of medically fragile employees whose medical providers will not release them to work. In such cases, employees may be required to work from home or reassigned to roles with limited interactions. For questions about leave, educators should contact the HR office.

Are there social distancing requirements in classrooms?

Currently, the Texas Education Agency is not requiring six feet of spacing between desks but recommends social distancing whenever feasible in classrooms. The TEA recommends more frequent hand washing and/or hand sanitizing and other mediating practices when classroom size prevents social distancing.

When is an employee or student required to self-quarantine?

An employee or student is required to remain off ISD property for 14 days if they have Covid-19 symptoms (see **What are the Symptoms?**), they meet the criteria for direct exposure to Covid-19 or assumed exposure (see **What is Exposure?**), or they have received a positive test result.

What if an employee or student gets sick at home?

If an employee or student gets sick at home, he or she should not report to work/school. He or she should seek a Covid-19 test or, if testing is unavailable, he or she should quarantine at home for 14 days before returning to work/school.

What if an employee or student gets sick at work/school?

If an employee or student gets sick at work/school, he or she should follow the **Isolation Protocol**.

What do I do if someone I have been in close contact with tests positive for COVID-19?

You should first review the **What is Exposure?** section to verify that you were actually in close contact with that person. If so, you should immediately inform your campus principal (if a student) or your direct supervisor and HR (if an employee). You will be required (if an employee) or encouraged (if a student) to see a medical professional to obtain a Covid-19 test. If necessary, you will follow the **Quarantine Protocol**.

What do I do if someone in my household tests positive for COVID-19?

You should immediately inform your campus principal (if a student) or your direct supervisor and HR (if an employee). If you have been in close contact with that person, you will be required (if an employee) or encouraged (if a student) to see a medical professional to obtain a Covid-19 test. If necessary, you will follow the **Quarantine Protocol**.

What do I do if someone I have been in close contact with has been in close contact with someone who tests positive for COVID-19?

This is considered Indirect Exposure (see **What is Exposure?**) and you will be required to follow the **Daily Self-Screening Protocol** and will be subject to daily temperature screenings for 14 days. If the person you are in contact with tests positive for Covid-19, this will become Direct Exposure (see **What is Exposure?**) and you will then be required to see a medical professional and get tested for Covid-19 and, if necessary, will begin the **Quarantine Protocol**.

What do I do if I have been in close contact with someone who has begun to exhibit symptoms that are consistent with COVID-19?

If this occurs at school, you should inform the campus principal or campus Isolation Coordinator immediately. If this occurs outside of school, you should encourage the individual to seek Covid-19 testing. Until a test result comes back for that person, you should treat this as a possible Indirect Exposure (see **What is Exposure?**) and you will be required to follow the **Daily Self- Screening Protocol** and will be subject to daily temperature screenings for 14 days. If the person you are in contact with tests positive for Covid-19, this will become Direct Exposure (see **What is Exposure?**) and you will then be required to see a medical professional and get tested for Covid-19 and, if necessary, will begin the **Quarantine Protocol**.

What should I do if I see someone at school who looks sick?

You should inform the campus principal or campus Isolation Coordinator immediately.

Will there be field trips this year?

Not at this time. This will change when circumstances permit. Virtual field trips are encouraged. If using VR headsets for virtual field trips, it is required that all headsets be wiped down before and after use with disinfectant wipes.

Will there be assemblies this year?

Not at this time. This will change when circumstances permit. Virtual assemblies are permitted.

Will there be pep rallies this year?

Not at this time. This will change when circumstances permit. Virtual pep rallies are permitted.

Will there be faculty meetings this year?

At this time, meetings are to be limited to ten persons or fewer. Faculty meetings are required for the proper functioning of school and can be conducted either virtually or by having multiple small groups meet simultaneously in different rooms, or by having multiple small groups meet at different times. If a single room is used for multiple back-to-back meetings, the room and all surfaces must be disinfected between meetings.

Will parents be allowed to eat lunch with their children this year?

No.

Will parents be allowed to bring lunch to their children this year?

Yes. Lunches must be left at the office. Campuses are encouraged to set a cut-off time for accepting lunches to facilitate delivery of lunches to students with limited staff and time constraints.

Will staff travel be allowed this year?

Not typically until further notice, though exceptions may be made on a case-by-case basis, particularly for meetings related to health and safety and Covid-19.

Summary of Covid-19 Mitigation Strategies

The safety of our students, staff, and visitors is our number one priority at Graford ISD. The following mitigation strategies have been put into place to help ensure maximum safety during the Covid-19 pandemic.

PREVENTION

Hygiene - personal hygiene of students, staff and visitors both at school and at home is encouraged via posted reminders, direct instruction in hygiene practices, frequent verbal reminders, and opportunities to wash and sanitize throughout the day

PPEs - personal protective equipment is recommended or required according to federal, state and local orders or specific local conditions such as particular job assignments
Social Distancing - where feasible, six feet of distance between individuals is encouraged or required, indoors and outdoors

Screening - specific practices are in place to ensure adequate screening among students, staff and visitors for symptoms and signs of Covid-19

Visitors - visits to Graford ISD will be curtailed to limit unnecessary exposure and interactions

Deliveries - deliveries present little risk of transmission of Covid-19, but practices are recommended for those who handle deliveries to help maximize safety

Staff Training - all staff will be trained in the Graford ISD Prevention and Response Protocol

Student Education - all students will be educated on practices designed to prevent

exposure and transmission of Covid-19

RESPONSE

Exposure - What constitutes exposure to Covid-19 is explicitly defined in the Graford ISD Prevention and Response Protocol, which is available to all stakeholders upon request

Isolation Protocol - An isolation protocol ensures that individuals who fall ill while at school are immediately isolated from the rest of the campus population until able to leave campus

Quarantine Protocol - A protocol for quarantine of possibly-infected individuals is provided in the Graford ISD Prevention and Response Protocol, which is available to all stakeholders upon request

Return to Work/School Protocol - A protocol for return to campus for students or staff who have recovered from Covid-19 is provided in the Graford ISD Prevention and Response Protocol, which is available to all stakeholders upon request

Graford ISD Daily Self-Screening Flyer

Purpose

This form is an assessment tool to determine recent exposure to, and symptoms of, COVID-19 to evaluate your eligibility to come to campus. In accordance with the Governor's reopening guidelines, all faculty, staff, students, and visitors are required to self-screen daily prior to coming to campus. By coming to campus, you are acknowledging that you are free of all items listed in the self-screening outlined below.

Prior to coming to campus each day, assess yourself for any of the following signs or symptoms of possible COVID-19.

- Unexplained sore throat
- New loss of taste or smell
- Unexplained headache
- Diarrhea
- Close contact with anyone having COVID-19
- Feeling feverish or temperature greater than 100°F
- Chills or repeated shaking with chills
- Unexplained new or worsening cough
- Shortness of breath or difficulty breathing
- Unexplained muscle aches

Next Steps

All faculty, staff, students, and visitors who answered "yes" to any of the above questions, STOP! Do not come to campus. Contact your medical provider. Employees should notify their supervisor. If any of the above symptoms develop after you are already on campus, you should report to the Isolation Coordinator immediately. Any employee, student, contractor, or visitor who is currently diagnosed with COVID-19, is experiencing symptoms consistent with COVID-19, or has had direct contact with a person with a confirmed or suspected COVID-19 diagnosis is not permitted to come onto campus.