

# CAYUGA ISD



## SCHOOL HEALTH PLAN

2020-2021

A Guide to Address the  
Challenges of COVID-19

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NOTE: The contents of this plan have been revised due to changes in public health conditions and in the guidance provided by governing authorities and health officials. For the same reasons, ongoing revisions are quite likely.

## General Health & Safety Protocols

- Campus staff will be trained in COVID-19 safety protocols.
- Disinfectants approved by the Center for Disease Control (CDC) will be used for deep cleaning campuses.
- Students, teachers, staff and essential campus visitors will be encouraged to sanitize and/or 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 should be washed immediately with soap and water for at least twenty seconds. Otherwise, hand sanitizer should be used.
- Social distancing and safety signage will be installed and visible throughout school facilities.
- No outside visitors or parents will be allowed to enter the student areas of the school buildings, at least during the fall semester. To pick up students at times other than the school's normal dismissal time, parents should contact the campus office prior to their arrival so their child can be brought to the office and available to be picked up.
- Main school entrances will be locked immediately after arrival times and remain that way throughout the school day to help ensure effective management and safe screening of visitors.
- Cayuga ISD is permitted to prevent any individual (faculty member, visitor or student) who fails the school's health screening criteria from being admitted to the campus until they meet the criteria for re-entry to the campus.
- Students will utilize backpacks and/or hallway lockers and cubbies, at least during the fall semester.
- Currently, locker rooms and shower rooms are available for student use.
- Students will be expected to bring a water bottle to school everyday. Water fountains will be used for refilling water bottles only.
- On a daily basis, students and staff are expected to provide their own personal protective equipment (PPE)..

## Health Pre-Screening for Staff & Students

- Anyone with a fever of 100.4 or higher should not come to school or to any CISD facility.
- Students should prescreen themselves for any of the following symptoms prior to coming to school:
  - 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
  - Fatigue
  - Headache
  - Chills
  - Sore throat
  - Congestion or runny nose
  - Shaking or exaggerated shivering
  - Significant muscle pain or ache
  - Diarrhea
  - Nausea or vomiting
- Each workday prior to coming on campus, school employees must self-screen for the COVID-19 symptoms listed above.
- Upon their arrival at school and periodically throughout the school day, students and staff will be subject to temperature checks especially if they are feeling ill or suspected of having a fever. School personnel will also conduct screenings on a daily basis for other symptoms related to COVID-19.
- Teachers will have access to a thermometer in the campus office to check/verify students' temperatures throughout the school day. They will immediately send anyone with fever to the school health clinic for temperature verification and symptom evaluation by the school nurse.
- Cayuga ISD will pre-screen and check the temperatures of all contracted workers and essential volunteers before they are allowed to enter school facilities that are occupied by students.

## Arriving at School

- To reduce the possibility of virus exposure on school buses, parents are encouraged to consider transporting their children to and from the school.
- Students will use hand sanitizer immediately upon entering the building.
- Each school day, students will be screened at school entrances.

## School Health Clinic Procedures

- School nurses and substitute nurses will be trained in COVID-19 safety protocols.
- Minor health needs will be handled in the classrooms to reserve the health clinic space for students experiencing symptoms or fever.
- The school health clinic and holding area will be cleaned and disinfected regularly.
- When it becomes necessary for students to be quarantined, the school nurse will screen them prior to their return to school.

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

**The Texas Education Agency's "Public Health Planning Guidance" as of December 4, 2020, served as the basis for these protocols.**

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

Any individuals who themselves are test-confirmed to have COVID-19 **or** experience symptoms of COVID-19 must stay at home throughout the infection period and cannot return to campus until the school has screened the individuals to determine whether or not the following criteria for campus re-entry have been met.

### **Individuals Diagnosed with COVID-19**

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.

- 1.** At least one day (24 hours) has passed since recovery, including resolution of fever without the use of fever-reducing medications;
- 2.** The individual has experienced noticeable improvement in symptoms, such as coughing and shortness of breath; **and**

**3. At least ten days have passed since symptoms first appeared.**

**Individuals Who Have Received a “Positive” COVID-19 Test Result, But Are Asymptomatic**

In the case of individuals who are asymptomatic but have received a “positive” COVID-19 test result, such persons may not return to campus until at least ten days have passed since a test was administered to them that had a “positive” result.

**Individuals With COVID-19 Symptoms Who Have Not Been Evaluated or Tested**

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

**Symptomatic Individuals Who Want to Return to School Before Completing the Prescribed “Stay at Home” Period**

If an individual has symptoms that could be COVID-19 and wants to return to school before completing the “stay at home” period, the individual must either: **a.)** obtain a medical professional’s note clearing the individual for return to school based on an alternative diagnosis or **b.)** obtain a polymerase chain reaction (PCR, not “rapid”) test that is “negative” for COVID-19.

**Individuals Who Believe They Have Received a False “Positive” COVID-19 Test Result**

If an individual has tested “positive” for COVID-19 and believes the test was a false “positive” and wants to return to school before completing the “stay at home” period, the individual must either: **a.)** obtain a medical professional’s note clearing the individual to return to school based on an alternative diagnosis or **b.)** obtain two PCR acute infection test results that are at least 24 hours apart and are “negative” for COVID-19.

**Identifying & Responding to Possible COVID-19 Cases on Campus**

- Students and staff members who are feverish will promptly have their temperature checked to determine whether or not they are symptomatic for COVID-19.
- Students and staff members exhibiting any symptom of COVID-19, including fever, will be evaluated by the school nurse to determine if, when and for how long they should be quarantined from the school.

- If a student or staff member is evaluated and exhibits symptoms of COVID-19 during the school day, the student or staff member will be moved to an alternate area while the room (or rooms) they were in are disinfected.
- Students and staff members who come into close contact with an individual who has been test-confirmed to have COVID-19 will be quarantined from the school for up to 14 days. The length of the required quarantine or “stay at home” period will be determined by the school’s administration with input from the school nurse and, if needed, county health officials.
- The Center for Disease Control’s current guidance, as of December 2, 2020, allows for two possible shorter options for the quarantine or “stay at home” period. The CDC’s updated guidance is based on the incubation period of the virus.
- For individuals experiencing no symptoms, the “stay at home” period can end: **a.) on Day 10 after “close contact” exposure without testing or b.) on Day 7 after “close contact” exposure and after receiving a “negative” PCR test result.** In the latter case, the PCR test must have been administered no sooner than the fifth day after the most recent exposure.

\*\*\* However, in cases where “close contact” occurs within a student’s home and/or immediate family members, the “stay at home” period will last for fourteen days following the most recent exposure to a person who has COVID-19.

When individuals return to school following these shorter “stay at home” periods, they should regularly monitor themselves for symptoms to ensure they remain symptom-free and take appropriate precautions (e.g., consistent mask usage) for the duration of the 14-day incubation period.

The CDC has also advised that “critical infrastructure services” -- including schools -- may permit 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 also consider additional protocols to increase their monitoring of these individuals, including the possible use of COVID-19 tests (including rapid tests) on Day 3 and/or Day 7 after exposure by “close contact.”

- Consistent with school notification requirements for other communicable diseases, and in a manner that follows relevant confidentiality requirements,

- CISD must notify all teachers, staff, and families of all students in a school if a test-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.
- CISD will immediately sanitize all areas that had exposure from an individual who tested positive. In the event that the identified areas of the campus cannot be sanitized before the start of the next school day, CISD may temporarily close to complete the needed work. Rather than closing for such reasons, students and faculty members may be relocated to other parts of the campus.
  - Students who are quarantined will transition to the school's remote instructional program during the "stay at home" period.

## Close Contact

As of December 2, 2020, for COVID-19, "close contact" is defined by the CDC as:

- being within six feet of any person who has COVID-19 for a total of at least fifteen minutes,
- providing care at home to any person who has COVID-19,
- making direct physical contact (such as hugging or kissing) with a person who has COVID-19,
- sharing eating or drinking utensils, and/or
- making contact with the respiratory droplets (such as by coughing or sneezing) of a person who has COVID-19.

These forms of "close contact" with a person who has COVID-19 take place during the infectious period of the case which is defined as beginning two days prior to symptom onset and ending ten days after symptom onset.

## Bus Transportation Protocols

- Cayuga ISD will provide bus transportation.
- Bus drivers will be trained in COVID-19 safety protocols.
- Bus riders will be encouraged to socially distance as much as possible.
- Bus riders will be taught to space themselves out from others as they exit the bus and walk into the school building.
- Bus drivers and bus riders of all grade levels will be required to wear a face covering.
- Hand sanitizer is available on all buses and will be used by students when entering and exiting the bus.
- Seats, handles, and high-touch areas will be disinfected each school day.



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

## School Cafeteria Safety

- Healthy meals will be prepared by the food service staff in accordance with all federal, state and local regulations.
- All food service employees will be required to wear masks and/or a face shield at all times.
- Proper hand washing procedures will be followed prior to and during the preparation of food.
- Food will be prepared only in areas that have been properly cleaned and sanitized.
- All utensils used in food preparation will be properly cleaned and sanitized prior to their use by food service staff members.
- Meals will be served in containers that are sealed and/or have a lid.
- All utensils and additional condiments will be individually wrapped and disposable.
- All meals will be portioned and distributed by CISD's food service staff.
- Students and employees who are not members of the food service staff shall not have access to the meal distribution process and will not be able to "self serve."
- Sharing tables will not be permitted.
- Students will be responsible for disposing of their waste into trash cans located throughout the facility.
- A CISD food service employee and/or a CISD custodian will wash with hot soapy water and sanitize all food contact surfaces after each student has completed their meal, disposed of their trash and has left the area where they were seated.
- All meal payments (cash and checks) will be placed in envelopes in students' homerooms and will be gathered each day by the food service staff. Parents will be encouraged to utilize EZSchoolpay.com to make on-line payments to their children's lunch accounts.

## Personal Protective Equipment (PPE) & Masks

The Texas Education Agency has provided PPE for all of the public school districts in our state. Cayuga ISD will receive:

- 5223 disposable masks
- 1305 reusable masks (staff)
- 3264 gloves

- 4 thermometers
- 61 gallons of hand sanitizer
- 96 adult face shields (staff)

**Cayuga ISD will abide by all Executive Orders issued by the Governor of Texas related to the wearing of face coverings. Currently, Cayuga ISD students in Grades 4-12 are required to wear face coverings. All students will be required to wear masks while riding a school bus.**

If the Governor's current executive order regarding face coverings expires, students and staff members will continue to be highly encouraged to wear face coverings when they cannot maintain social distance, as well as in hallways and common areas, and during arrival and dismissal.

- Face coverings include cloth masks, gaiters, face shields or anything else that provides covering over the nose and mouth.
- It is important to note that if students or staff come into "close contact" with someone who tests positive for COVID-19, they will be required to self-isolate for up to 14 days.

## Social Distancing Protocols

- Students and staff will be trained in proper social distancing.
- In common spaces and hallways, signage will be used to remind students and staff members of social distancing practices.
- Social distancing is the personal responsibility of each individual attending school or coming to a CISD facility.
- During the school day, to the greatest extent possible, students and staff will remain six feet apart. However, it isn't realistic for staff and students to maintain six feet of social distancing at all times, especially in classrooms. Due to such circumstances, the use of PPE will be expected.

## Cleaning & Disinfectant Protocols

- CISD custodial employees have been trained in COVID-19 safety protocols.
- Cleaning and disinfecting will occur daily in every classroom, common areas, and on high-touch surfaces.
- Every classroom and office area will have disinfectant wipes and/or disinfectant in a spray bottle with cleaning cloths provided for employees to use in high-touch areas throughout the school day.
- Restrooms, classrooms, computer labs and the cafeteria will undergo extensive cleaning.

## Instructional Programs

- Prior to the beginning of the 2020-2021 school year, Cayuga ISD surveyed students' parents about two instructional delivery programs: on campus and remote education.
- In compliance with the Texas Education Code 28.002, both of these instructional programs address the state's required curriculum.
- In addition, student grading policies under both instructional models must be consistent with the grading policies used before COVID-19 for on-campus assignments.

### “On Campus” Instruction

- On campus instruction is a term that refers to traditional, at school learning.
- Cayuga ISD began providing on campus instruction on August 17, 2020.
- For on campus learning, additional safety protocols and social distancing may be implemented throughout the school year.
- If a student participating in on campus Instruction is diagnosed with COVID-19, that student will immediately be transitioned to remote instruction until all re-entry requirements are fulfilled and the student is screened and approved to return to school.

### “Remote” Instruction

**Cayuga ISD's optional remote instructional program was discontinued on October 30, 2020. Since that date, the program is limited to students who are quarantined by the district's administration. Students can no longer participate in the remote program by choice.**

- Students in Cayuga ISD's remote instructional program will be provided virtual instruction and will be engaged through the use of learning materials and teacher recorded videos on their own time, or in an asynchronous format. To be counted present, remote students will have some form of daily interaction with their teachers. In this form of instruction, teachers will give guided support to their students.
- Remote students will be enrolled in Cayuga ISD, including for attendance and funding purposes. However, they will not be eligible to participate in any extracurricular activities, such as the district's athletic programs.
- In the event that CISD is forced to close for an extended period of time, the district will utilize its asynchronous remote instructional program for all students.

## Attendance and Enrollment

For both instructional programs (on campus and remote), Cayuga ISD staff members will check and report student attendance on a daily basis. Therefore, each school day, students will have to either be present on-campus or remotely engaged to be counted present for attendance and course credit purposes.

For students participating in Cayuga ISD's asynchronous remote instructional program to be counted present, they must be engaged in at least one of the following ways:

- Daily progress in the Learning Management System (LMS), as defined in the approved learning plan; or
- Daily progress via teacher-student interactions, as defined in the approved learning plan; or
- Completion/Submission of assignments from student to teacher (via email, on-line, or USPS mail).

Per Texas Education Code (TEC) 25.092, students must attend ninety 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 force during the 2020-2021 school year. Student attendance may be earned through the delivery of remote instruction.

## Special Programs

- Special Programs staff will be trained in COVID-19 safety protocols.
- Special education and 504 students will receive instruction and related services in accordance with their individualized education or accommodation plan. Remote learners will receive services remotely rather than on campus.
- Related and/or other services will be provided by the service provider when possible through various digital platforms for virtual learners. Some related and/or other services may be provided via consultation and not as a direct service.
- Students with disabilities whose needs pose additional challenges to learning in a remote environment are encouraged to attend on-campus instruction. Possible regression will be addressed in ARD/504 committee meetings.
- Special Education transportation services will be provided to on campus learners in accordance with relevant ARD records.
- Evaluations for Special Education/504 eligibility will vary on a case by case

basis. To promote accuracy and integrity, Cayuga ISD will encourage on site/in person evaluations. If an evaluation is needed and an in person or on campus accommodation cannot be made, when possible, the evaluation will be conducted remotely.

## **Extracurricular Participation**

- Students enrolled in Cayuga ISD's remote instructional program will not be eligible to participate in extracurricular activities, including the district's athletic program.

## **Playgrounds & Outdoor Spaces**

- Playgrounds will be routinely cleaned and disinfected.
- When feasible and appropriate, students will gather outside (for instance, during physical education class) rather than inside due to the reduced risk of spreading the virus outdoors.

## **Rental of School Facilities**

- Due to COVID-19's impact on facility management, Cayuga ISD will not rent its facilities.

## **Large-Group Gatherings & Special Events**

- CISD will avoid scheduling non-essential large group gatherings and events.

## **Social-Emotional Support & Mental Wellness**

- Cayuga ISD counselors will be trained in COVID-19 safety protocols.
- Counselors will develop strategies and support for students, families, and staff members.
- Counselors will develop a referral system for individuals who need targeted support as well as access to school-employed and community mental health professionals.
- Students in need of social-emotional support will be provided tiered interventions which could involve referral for additional school-based services or referral for outside mental health support.

## **Communication**

- Prior to the beginning of the 2020-2021 school year, survey links were sent to each student's family to obtain feedback, opinions and preferences related to CISD's "Back to School" plan.

- The survey form was posted on July 27, 2020 and remained available until August 1, 2020.
- In order to maintain an effective school health plan, Cayuga ISD will continue to routinely provide relevant information to its stakeholders while also offering opportunities for feedback.
- Official CISD news will be publicized using the school's "All Call" system, text messages, emails, along with postings on the district's website and social media accounts.