



Clint Independent School District

14521 Horizon Boulevard El Paso TX 79928

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Clint ISD Health & Safety Protocols for I-LEARN@School

Reopening Process for the Return of Students to School Buildings

- The **I-LEARN@School** instructional model will begin on **October 12, 2020** for families who would like their children to report to the school building. Clint ISD Early College Academy will begin on October 5, 2020.
- Students **may continue to receive instruction virtually** via I-LEARN@Home.
- Parents will be **asked to make their decision for the second 9-week period at the end of September 2020** through Skyward.
- Clint ISD is committed to creating a safe learning environment for students, staff, and visitors. This document includes safety protocols for **Clint ISD students, teachers, staff, and visitors who are on-site** including school buildings and other facilities.

The Health & Safety Protocols are organized based on the time of day and experience. Click on the links below.

[HEALTH & SAFETY OVERVIEW](#)

Summary of face covering requirements, process to be followed when individuals experience symptoms, and steps if there is a positive COVID-19 case on campus.



[BEFORE ARRIVAL](#)

Steps for families and staff before the arrival to school, including the screening process.



[ARRIVAL & TRANSPORTATION](#)

Safety protocols that will be followed for the arrival of students and staff to the school building.



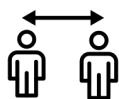
[MOVEMENT AROUND THE BUILDING](#)

Safety protocols that will be followed for hallways, restrooms, and class transitions.



[CLASSROOM & LEARNING ENVIRONMENTS](#)

Safety protocols that will be followed within the classroom and learning environments, including school supplies and health/hygiene practices.



[BREAKFAST & LUNCH](#)

Safety protocols that will be followed for the serving and consumption of breakfast and lunch.



[DISMISSAL](#)

Safety protocols that will be followed for the dismissal of students and staff from the school building.



[EXTRACURRICULARS](#)

Safety protocols that will be followed for: Athletic practices and events & Fine Arts practices and events.

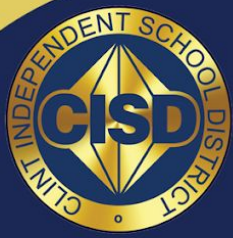


[ADMINISTRATIVE RESOURCES](#)

Additional Resources including notification flowcharts and resources for campus administration.

CAMPUS PLANS Will be available by **October 1st**

Each school has specific protocols including steps and locations for arrival and dismissal. Plans include phone numbers and contact information as well.



Clint Independent School District

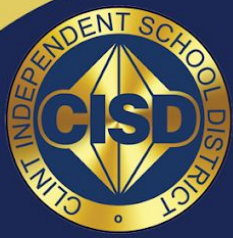
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Instructional Models

This document outlines the building procedures for I-LEARN@School, which is currently scheduled to begin October 12, 2020. Parents will be able to **choose** the I-LEARN@Home (virtual) or I-LEARN@School (on-site) instructional model for a 9-week period.



I-LEARN@Home

What is I-LEARN@Home?

- Students remain at home and receive virtual instruction through their Clint ISD device.
- Students engage in a variety of activities including live lessons and self-paced assignments each day.
- Internet hotspots are available for families who need them.

When is this?

- Started July 27, 2020 and will continue to be offered to families who choose this learning model.

Who is this for?

- Available for all Clint ISD students.
- Families will have the option to continue this learning model.

Schools will be asking parents if they plan to continue virtual learning at the conclusion of the first 9-weeks.

The student must remain in this learning model for the entire 9-week grading period.

We will contact you closer to our return date.

I-LEARN@School

What is I-LEARN@School?

- On-site instruction provided to students within their classrooms.
- School buildings will have enhanced safety protocols including screening procedures, required face coverings, continuous disinfecting, and integrated student hygiene practices during the school day.

When is this?

- Begins October 12, 2020 for families who choose this learning model.

Who is this for?

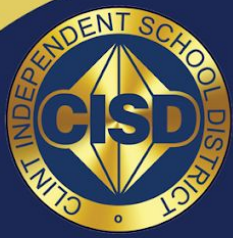
- Available for all Clint ISD students.
- Families will have the option to choose this learning model.

Schools will be asking parents if they would like to shift to on-site instruction at the conclusion of the first 9-weeks.

The student must remain in this learning model for the entire 9-week grading period.

We will contact you closer to our return date.

Contingency plans will be in place for a possible shift throughout the school year dependent on current Clint ISD or community situations.



Development of Health and Safety Protocols

Requirements and best practices are evolving with our understanding of COVID-19. Information is still being released weekly by the Texas Education Agency (TEA), Centers for Disease Control Prevention (CDC), and the El Paso Department of Public Health, which the district will continue to review and refine internal processes. The District administration will continue to monitor the current situation and create the best plan for our students and employees.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to significantly reduce the risks to students, teachers, staff, and their families. This guidance document contains information on practices that minimize the likelihood of viral spread. Information and input was gathered from the [TEA](#), the [CDC](#), the [El Paso Department of Public Health](#), and Clint ISD staff to create this document.

Feedback, recommendations, and input was gathered from multiple stakeholders:

- El Paso Department of Public Health - Dr. Hector Ocaranza, Ruth Castillo, Angela Mora
- Stakeholder Feedback Meeting - Attendees included parents, community members, teachers, campus leaders, district administrators
- Parent Advisory Council
- Student Advisory Council
- Clint ISD Teacher Survey
- Clint ISD COVID Task Force



**The current Health and Safety Protocols are subject to adjustment. If changes are made, the district will inform students, parents, teachers and staff.*

As suggested by the Texas Education Agency, Clint ISD has outlined practices to address:

- PREVENTION: Practices to Prevent the Virus from Entering the School
- RESPOND: Required practices to respond to a lab-confirmed case in the school
- MITIGATION: Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School

For the safety of all students, staff, and visitors it is imperative that all stakeholders read, understand, and follow the health and safety protocols as they are outlined.

- **Employees:** Failure to follow the safety protocols will result in disciplinary action.
- **Students:** Schools will work with students to educate them on the protocols and a behavior contract may be put in place if persistent deviation exists.
- **Visitors:** Failure to follow the safety protocols will not be tolerated and the visitor may be asked to leave the school or facility.





PREVENTION: Health & Safety Overview

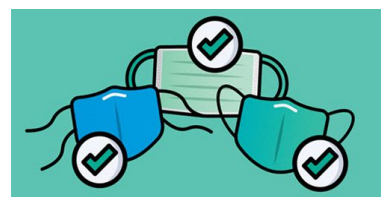
Face Coverings - School Protocols

Who will wear face coverings?

- **Everyone** - Face coverings are required to be worn by all students, staff, and visitors.

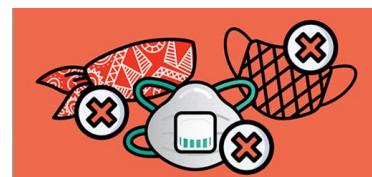
What type of face covering is allowable?

- Face coverings include non-medical grade **disposable face masks** and **cloth face coverings** (over the nose and mouth).
- As an extra safety measure, a **face shield may be worn**; however, a **mask must be worn underneath** the face shield for everyone's safety.
 - The CDC does not currently recommend use of face shields as a substitute for masks, and explains that a face shield is primarily used for eye protection. Read more information [here from the CDC](#).
- Face coverings will be considered a part of the staff and **student dress code**.



What type of face covering is not allowed?

- No bandanas, inappropriate advertisement, inappropriate words, symbols, etc.
- **No** masks that have a **valve, mesh, or openings, holes, or visible gaps**. **Neck gaiters, bandanas, and scarves** are not sufficient face coverings because they allow droplets to be released.



Do we bring our own mask or will you provide one?

- The district is asking all staff and students returning to campus to **bring their own face covering**, because of preference in size, feel, and overall fit.
- The **district will provide masks** for school personnel and for students who forget to bring a mask to school or if they are in need of an additional mask during the day.
- If you will **need** a mask provided, please **call your child's school** to make arrangements.



Important: Cloth Masks Need to be Cleaned at Home

- Parents are **responsible for washing** reusable cloth masks each evening.
- You can include your mask with your **regular laundry or wash by hand**.
- Read more information [here from the CDC](#) on washing your cloth masks.





Face Masks Will Need To Be Worn Correctly at All Times:

- Students are required to wear their face covering while riding the **bus**, in **hallways**, **common areas**, **restrooms**, **classrooms**, and during **arrival and dismissal**.
- Face masks will need to be worn around the **nose and mouth at all times**.
- Masks will **not be removed by the student unless allowed by the teacher** such as during a designated face mask break or during breakfast/lunch.
- This process will be **strictly enforced**. Teachers and staff will work with students to educate them on the importance of masks for their own safety and the safety of others. If persistent deviation from the safety protocols occur, a **behavioral contract outlining specific steps for correction** will be put in place. We appreciate your support and discussion on this topic at home.



When will students be allowed to remove their face mask?

- Students will not be required to wear face coverings while **eating** but will be social distanced during breakfast/lunch.
- It may be impractical for students to wear face coverings while participating in some **non-UIL athletic or other extracurricular activities**.
 - Clint ISD will, for example, allow students who are **actively exercising to remove masks**, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks.
 - However, Clint ISD will require students, teachers, and staff to wear masks as they arrange themselves in **positions that will allow them to maintain safe distancing**.
 - Students will **follow directives provided by the teacher, coach, or sponsor** during these activities.
 - Daily physical education (PE) classes will **limit the amount of high intensity exercise**, so that masks stay on. We encourage students to actively exercise at home with family before or after school.





Will my child be able to take a break from their mask?



- Students will need to keep their face mask on at **all times**, other than during breakfast/lunch.
- We understand that it may be **difficult**, especially for **younger children**, to keep a face mask on for an extended period of time.
- The district has outlined **procedures by age group or grade level** for face mask breaks.
 - Breaks will be **more frequent for younger children** compared to older students who can responsibly manage wearing a mask.
 - Breaks from masks will be encouraged **outdoors with students more than 6-feet apart..**
 - Students must apply **hand sanitizer or wash their hands** before removing the mask, handle the mask only by the **loops/strings being careful not to touch the inside** of the mask, and safely **put the mask back when directed by the teacher.**

Elementary Schools

- Whole group breaks, where the entire class removes their mask, will occur outdoors ONLY.
- Campuses will be responsible for identifying outdoor break locations and schedules per grade level or hallway to maintain physical distance of 6 feet or more.
- There will be at least one outdoor mask break scheduled in the morning and one break in the afternoon for each classroom.
- If an individual student requires a break during instructional time, the break will be addressed on a case-by-case basis. The student will need to be monitored during this short break so they do not interact with others while the mask is removed.

Middle & High Schools

- Mask breaks will occur during transition from class - outdoors ONLY. Students cannot remove their mask in the classroom, hallway, or common areas.
- Students will be directed outside to designated areas and will be positioned 6-10 feet apart. No interaction or close contact will occur during this time.
- Once students have arrived at their designated location students can remove their mask. Mask breaks will last approximately 5 minutes.
- Students will be monitored by security, administrators, and teachers.
- Mask breaks will occur twice a day, in between transitions from 1/5 - 2/6 and 3/7 - 4/8.

**Students with accommodations may have more frequent breaks as determined by the Section 504 or ARD committee.*

Other Important Points:

- ★ Masks break procedures may shift as students become more comfortable wearing their mask.
- ★ The goal is that all Clint ISD students are able to wear their mask throughout the day for their safety and the safety of others.
- ★ Face mask requirements are contingent on the COVID-19 virus and guidance from health authorities.



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Accommodations and Rare Exemptions to the Face Mask Requirement.

What if I feel my child cannot wear a mask due to a health concern?

- **Appropriate and consistent use** of masks may be challenging for some students, including:
 - Students with breathing difficulties or other certain healthcare needs.
 - Students with intellectual or developmental disabilities, neurological or sensory conditions.
- **Requests for accommodations or rare exemptions** to face mask requirements due to a disability or healthcare need must be **submitted to campus administration by the parent/guardian**.
- Decisions for possible accommodations or rare exemptions will be made on a **case-by-case basis through a Section 504 or Admission, Review, Dismissal (ARD) committee**, which will require **medical documentation**.
 - A **physician's order** will be required related to wearing a mask if a parent requests an **exemption** from the rule.
 - **Accommodations** for students may be discussed with **existing medical documentation or IEP documentation** on an identified disability.
 - Parents who have children who may need an accommodation related to masks, but are not receiving services through Section 504 or Special Education, may **submit a request to the campus administration** to begin the Section 504 committee process.
- Virtual learning through the **I-LEARN@Home instructional model is available**, if preferred.



Face Coverings - At Home Support

Parents & Guardians - Please Practice At Home to Prepare Your Child:

- Please **speak to your children about the importance of wearing a mask** before they report to school.
- **Practice** wearing a mask at home for an extended amount of time to mimic the school day.
- Please have discussion on hand-washing and prevention of spreading germs.

Elementary Level Resources

- [Meet the Helpers - Wearing a Mask](#)
- [K-3 BrainPop Lesson on Washing Hands](#)
- [Jack Hartmann Kids Music Channel - Handwashing](#)
- [Once Niñas y Niños - Lavado correcto de manos](#)
- [Kidboomers Music Channel - Germs](#)

Middle School & High School Resources

- [World Health Organization Website on Masks](#)
- [World Health Organization - How to Wear a Mask](#)
- [Washing Hands](#)
- [BrainPOP - How to Prepare for the 2020 School Year](#)



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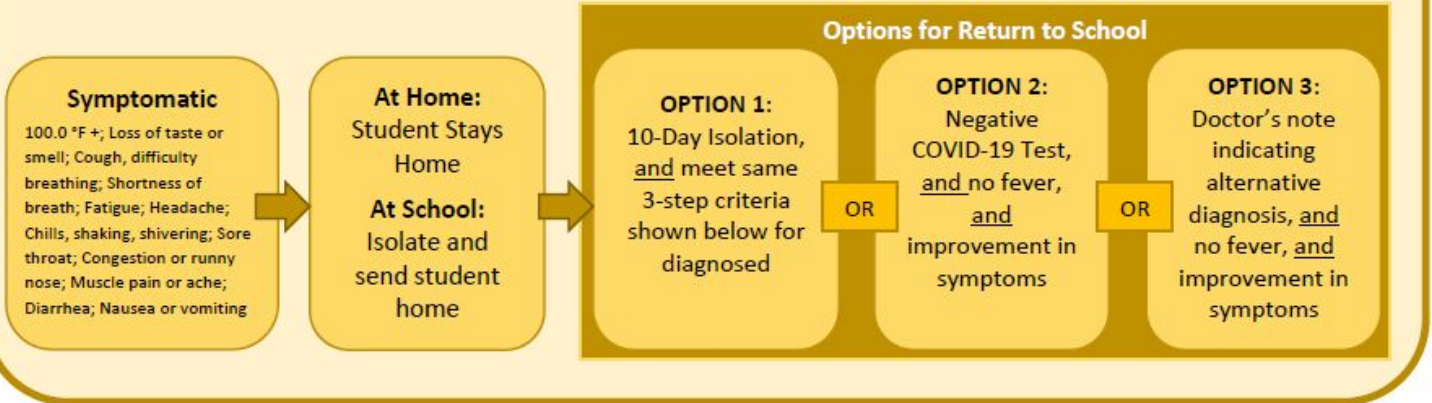
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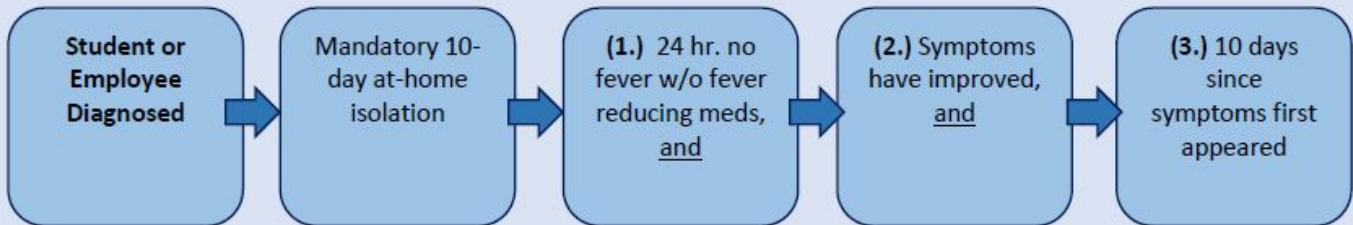
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Quick Look of Diagnosis and Close Contact Response Protocol - [Click Here to Download Full Page](#)

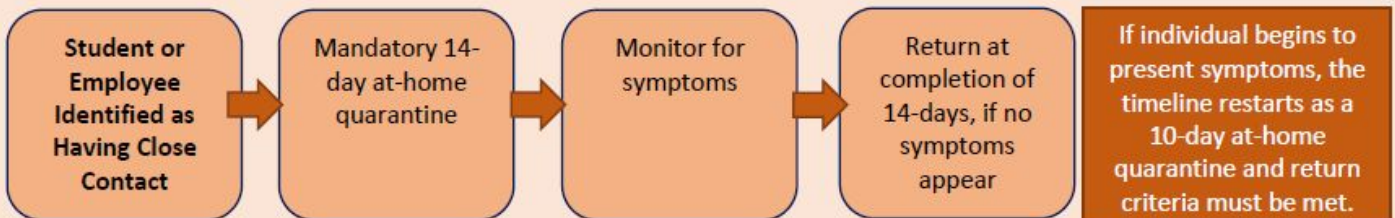
Symptomatic: A student/employee exhibiting symptoms associated with COVID-19 will be sent home immediately or denied entrance to the building.



Confirmed Diagnosis: A student/employee or a member of their household has a confirmed diagnosis of COVID-19 from a certified testing location or by a treating physician.



Close Contact: Being within 6 feet of a COVID-19 case for a cumulative duration of 15 minutes or more; being directly exposed to infections secretions (e.g., being coughed on).



***Member of Household:** If employee or student lives with someone who has a confirmed diagnosis, they are considered to have **close contact** and must follow all steps above. Employees and parents of students are **required to report if someone in the household has a confirmed diagnosis.**

- This a quick look at the possible scenarios that may occur.
- Detailed information and next steps will be provided to families on an individual basis specific to the situation.
- Clint ISD will work in conjunction with the El Paso Health Department on all confirmed cases and to determine close contact.



Process Map for Identified of COVID-19 Symptoms During School Day - [Click Here to Download Full Page](#)

Teachers, Staff, and School Nurse Identifies COVID-19 Symptom(s)



Staff notifies school nurse.

Identification of Symptoms Begins at Home



Before sending their child to school, parents will check to see if their child has begun experiencing symptoms. See the Student Screening *Process Map for Student Screening* for more information.

Teachers will monitor their students throughout the day for a possible illness such as flushed cheeks; difficulty breathing; fatigue and/or irritability; and frequent use of the restroom.

Nurse moves student to isolation room and evaluates student.



Nurse contacts parent for pick up.
Parent will need to pick up child within 1 hour.

Nurse will advise parent on return-to-school protocol. Criteria is show in the gray box to the right.

Confirmed positive COVID-19 case will follow *Positive Process Map*.

Nurse and Campus Admin identify areas of building where the student was active.

Criteria to Return to School after Symptoms:

1. At least 24 hrs have passed since resolution of fever without use of fever reduction medication; and
2. Improvement in symptoms; and
3. At least 10 days have passed since symptoms first appeared.
- OR ---
4. Obtain an acute infection test that comes back negative for COVID-19.
- OR ---
5. A doctor's note indicating alternative diagnosis.

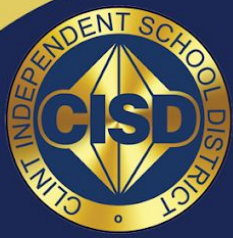
COVID-19 disinfecting guidelines implemented.

Nurse alerts Attendance Clerk and Campus Admin of return-to-school timeline.

Nurse calls parent the next school day(s) to determine outcome and confirm the projected date for return to school.

Nurse communicates date/plan to Campus Admin and Attendance Clerk.

Campus Admin & Attendance Clerk monitor for student return.



Process Map for a Confirmed Positive Test Result - [Click Here to Download Full Page](#)

Family Reports Positive Test Result for Student (+)

Family Steps

Parent/guardian notifies the school by calling front office. Nurse & campus administration are alerted.

Nurse will speak to the parent/guardian. Parent sends nurse a copy of lab report, if available.

Family follows health department guidelines for isolation and quarantine protocol.

Family will be provided directions for returning to school. Nurse contacts family the day before planned return.

Nurse notifies principal and attendance clerk of student's status.

Student returns to school.

Campus & District Steps

Nurse notifies Principal & Public Health Department. Principal notifies district personnel.

Nurse & admin work with the Health Dpt to assess close contact to other students and staff. Teachers provide seating charts.

COVID-19 disinfecting guidelines implemented in all necessary areas.

Campus-wide notification to families and staff.
All staff and families will be notified of a positive case. If close contact occurred, notification will include steps based on high and low level risk.

Implement & communicate additional quarantine measures as needed.

Criteria to Return to School after Positive COVID-19 Diagnosis:

1. At least 24 hrs have passed since resolution of fever without use of fever reduction medication; and
2. Improvement in symptoms; and
3. At least 10 days have passed since symptoms first appeared.



Student Process Map for Screening & Symptom Check - [Click Here to Download Full Page](#)



IMPORTANT: Screening Begins at Home



Is your child experiencing any of the following in a way that is not normal to them?

 Fever or Chills	 Cough	 Shortness of Breath or Difficulty Breathing	 Fatigue
 Muscle or Body Aches	 Headache	 New Loss of Taste	 New Loss of Smell
 Sore Throat	 Congestion or Runny Nose	 Nausea or Vomiting	 Diarrhea

Yes, my child is experiencing symptoms today.



Answered YES to any of the questions.

No, my child is not experiencing symptoms today.

- Has your child come in **close contact** with a person with known or suspected COVID-19?
- Has your child taken **medicine to stop a fever** in the last 24 hours?
- Has your child **tested** for COVID-19 and you are **waiting** for results?



Answered NO to All Questions
Report to School or Bus



Continuous Monitoring Once at School



Temperature Checks Before Entering the Building



Teachers and Staff Will Monitor for Social Distancing and Proper Hand Washing or Application of Sanitizer



Teachers Will Monitor Students for Possible Changes in Symptoms







Clint ISD Nurses Are Available to Answer Any Questions!





PREVENTION: Individuals Confirmed or Suspected with COVID-19 and Identifying Possible Cases

<p><input type="checkbox"/> Communicate Confirmed or Possible Case <i>Parents must inform School Nurse & Employees must inform Supervisor</i></p>	<p><input type="checkbox"/> Campus Admin Will Work Collaboratively with Clint ISD HR Department</p>	<p><input type="checkbox"/> Clint ISD Will Follow Health Professional and District Directives</p>	<p><input type="checkbox"/> Return to School Once Cleared by District Officials</p>
			

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios **should be determined by an appropriate public health agency.**



For clarity, close contact is defined as:

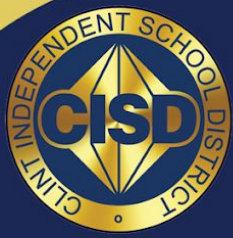
- A. being **directly exposed to infectious secretions** (e.g., being coughed on); or
- B. being **within 6 feet** for a largely uninterrupted or sustained extended contact period throughout the course of a day of **approximately 15 minutes**; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming test and continuing for 10 days following the confirmation of a test.

Clint ISD’s Effort to Limit Close Contact

- The district will have protocols in place for **6-feet of physical distancing** to be in place throughout the day.
 - Desks spaced apart, signage posted throughout the building, frequent and continuous education and monitoring by district staff.
- Teachers and staff **may work with students in close proximity** throughout the day, **dependent on student need**, but staff will **keep their mask on and attempt to limit the contact to less than 15 minutes**.
- This will **limit the amount of possible close contact** that students or staff members may experience.
- This is being done so that even if there is a positive case within the school, ideally, the **number of individuals experiencing close contact will be rare**.

Learn more about **Casual Contact versus Close Contact** by clicking [here](#).



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More Information on Close Contact & Risk Levels



Department of Public Health

MAYOR
Dee Margo

Current guidance for individuals exposed to people with known or suspected COVID-19 (Revised 9/15/2020)

CITY COUNCIL

- District 1**
Peter Svarzbein
- District 2**
Alexsandra Anello
- District 3**
Cassandra Hernandez
- District 4**
Dr. Sam Morgan
- District 5**
Isabel Salcido
- District 6**
Claudia L. Rodriguez
- District 7**
Henry Rivera
- District 8**
Cissy Lizarraga

CITY MANAGER
Tommy Gonzalez

Person	Exposure to	Recommended Precautions for the Public
Individual who has had close contact (< 6 feet) ** for ≥ 15min*** (High- risk)	<ul style="list-style-type: none"> • Person with COVID-19 who has symptoms (in the period of 48hrs before onset of symptom) • Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 48hrs before the date of specimen collection) 	<p><u>Home Quarantine.</u></p> <p>Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.</p> <ul style="list-style-type: none"> • Self-monitor for symptoms⁺ • Check temperature twice a day • Watch for fever*, cough, or shortness of breath, or other symptoms⁺ of COVID-19 • Avoid contact with people at higher risk for severe illness from COVID-19
Individual who has had close contact (< 6 feet) ** for < 15 min*** (Low-Risk)	<ul style="list-style-type: none"> • Person with COVID-19 who has symptoms (in the period of 48hrs before symptom onset) • Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 48hrs before the date of specimen collection) 	<p><u>No restrictions,</u></p> <p>but should practice social distancing and other personal prevention strategies.</p> <ul style="list-style-type: none"> • Be alert for symptoms⁺ • Watch for fever*, cough, or shortness of breath, or other symptoms of COVID-19



Clint ISD Procedures for Confirmed or Possible Cases

What Information are REQUIRED to be Shared with the School District:



- Lab/test-confirmed case or suspected case.
- **Direct or close contact** with an individual who has a lab-confirmed case, such as an individual living in the same household.
- Experience of **symptoms** related to COVID-19.
- These questions are included within the screening questionnaire, but **parents should also directly communicate with the school by calling the front office**, if any of the above situations exist, to determine next steps.
- District **employees will directly communicate with their supervisor**, if any of the above situations exist, to determine next steps.
- It is imperative that families and staff members **accurately**, or to the best of their ability, **notify and communicate** with regularly for the safety of all community members.

What Steps Will Take Place if There is a Confirmed or Suspected Case:

- Each situation is being treated on a **case-by-case basis**, and because each situation is unique, the steps taken may vary.

Students and Staff Confirmed or Suspected with COVID-19:



- The **Clint ISD Human Resources Department and Director of Administrative Support will guide the school** through all necessary steps.
- The **school nurse will remain in constant contact with the family** on the proper steps and actions needed.
 - This may include requirements to stay home and/or medical documentation.
- If a student is required to stay home, the **student may switch over to virtual learning through the I-LEARN@Home** instructional model.
 - This determination will be made in conjunction with the parent and dependent on the student's situation and well being.
- If an individual is identified as **“high-risk close contact” they are required to complete the 14-day quarantine**, which may require personal days to be taken by the staff member if they cannot complete their duties at home.

Who Will be Notified After You Communicate with the School District:

- View the flowcharts on page 57-58 for detailed information.
 - [Notification Process when a school employee is confirmed positive with COVID-19.](#)
 - [Notification Process when a Student is confirmed positive with COVID-19.](#)



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District Employees Confirmed or Suspected with COVID-19:

- The Human Resources Department will **determine if an employee will be placed on Family Medical Leave**. The decision will be made in conjunction with the employee's supervisor.
- Considerations will include:
 - Can the employee complete their job duties effectively at home?
 - Is the employee unable to work from home due to the seriousness of the illness?
 - Is the employee's position one that duties can only be completed on-site?

Each Situation is Different

Clint ISD's Human Resources Department will work directly with the employee and make decisions based on the specific situation.



Individuals Confirmed or Suspected with COVID-19 - Infographic Available on Pages 10-11

1. Any individuals who themselves either: (a) are **lab/test-confirmed to have COVID-19**; or (b) **experience the symptoms of COVID-19** (listed below) **must stay at home throughout the infection period**, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
 - In the case of an individual who was **diagnosed with COVID-19**, the individual **may return to school** when **all four** of the following criteria are met:
 - i. at least **one day (24 hours) since resolution of fever** without the use of fever-reducing medications;
 - ii. the individual has **improvement in symptoms** (e.g., cough, shortness of breath); and
 - iii. at least **ten days have passed since symptoms** first appeared.
 - iv. the individual has been cleared to return to work by the **City of El Paso Department of Public Health and/or a medical doctor**.
 - In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is **assumed to have COVID-19**, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
 - i. **Clint ISD may require an employee to be tested at a local testing site or by a medical professional**. Testing may be **recommended for students**.
 - 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:
 - i. obtain a **medical professional's note clearing the individual for return** based on an alternative diagnosis, and no fever, and improvement in symptoms,
or
 - ii. obtain an **acute infection test** (at a physician's office, [approved testing location](#), or other site) that comes back negative for COVID-19, and no fever, and improvement in symptoms.



*If an individual is identified as **"high-risk close contact"** they are required to complete the **14-day quarantine**, which may require personal days to be taken by the staff member if they cannot complete their duties at home.



Identifying Possible COVID-19 Cases on Campus - Infographic Available on Page 10

- Schools must immediately **separate any staff member or student who shows COVID-19 symptoms** while at school until the individual can leave on their own or be picked up by a family member.
- Schools should **clean the areas used by the individual** who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as possible.
- Individuals who report **feeling feverish should be given an immediate temperature check** to determine if they are symptomatic for COVID-19.

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

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

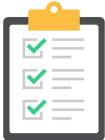



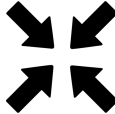
Available on Page 11

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the school district must **communicate with the local health department**, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. Schools must **close off areas that are heavily used by the individual** with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be **disinfected**, unless more than 3 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must **notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified** among students, teachers or staff who participate in any on campus activities.
 - a. The **Clint ISD Human Resources Department and Director of Administrative Support will work in conjunction with the campus principal and school nurse** to create a plan of action including identifying who should be notified and what information will be shared in accordance with state, local, and district regulations.
 - b. Identifiable information such as name, age, or specific classroom will not be released during the notification process.





MITIGATION: Before Students & Staff Arrive on Campus

<input type="checkbox"/> Evaluate How You Feel & Complete Self-Screening	<input type="checkbox"/> Find Your Clean Face Covering & Pack an Extra Just In Case	<input type="checkbox"/> Pack a Full Water Bottle for the Day	<input type="checkbox"/> Wash Your Hands Before Leaving Home	<input type="checkbox"/> Know When and Where to Enter the Building or Bus
				

Teachers and Staff

Screening:

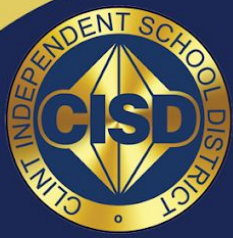
- Teachers and staff are **required** to self-screen for COVID-19 symptoms before arriving on campus each day.
 - The self-screening will include teachers and staff taking their own **temperature**.
 - Employees who **do not have access to a thermometer** at home must **notify their campus administrator** to make the necessary arrangements to have their temperature taken at the campus.
 - Employee self-screening is an expectation of all staff and **deviation from this requirement may result from disciplinary action**.
- Teachers and staff would **notify their supervisor** 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**.
- Teachers/Staff will use a **campus-created Google Form** to enter daily information before arriving on campus. This will be a copy of a district form provided by the Human Resources department.
 - Campus Principal will assign a **designated staff member to review all Google Form entries** at the beginning of the day.



Google Forms

Personal Protective Equipment & Other Materials:

- The Texas Education Agency (TEA) has supplied the district with **face masks and shields** and the district has purchased additional material as well.
- A **face mask and shield** will be **provided to teachers** before the start of I-LEARN@School.
- Teachers are asked to **maintain this PPE by washing and sanitizing** at the end of each day.
- If a **replacement** is needed, teachers and staff will speak to their **supervisor**.
- Teachers who work with **young children or in specialized classrooms** may wear **scrubs**, an oversized **button-down shirt**, or **safety gown** throughout the day.



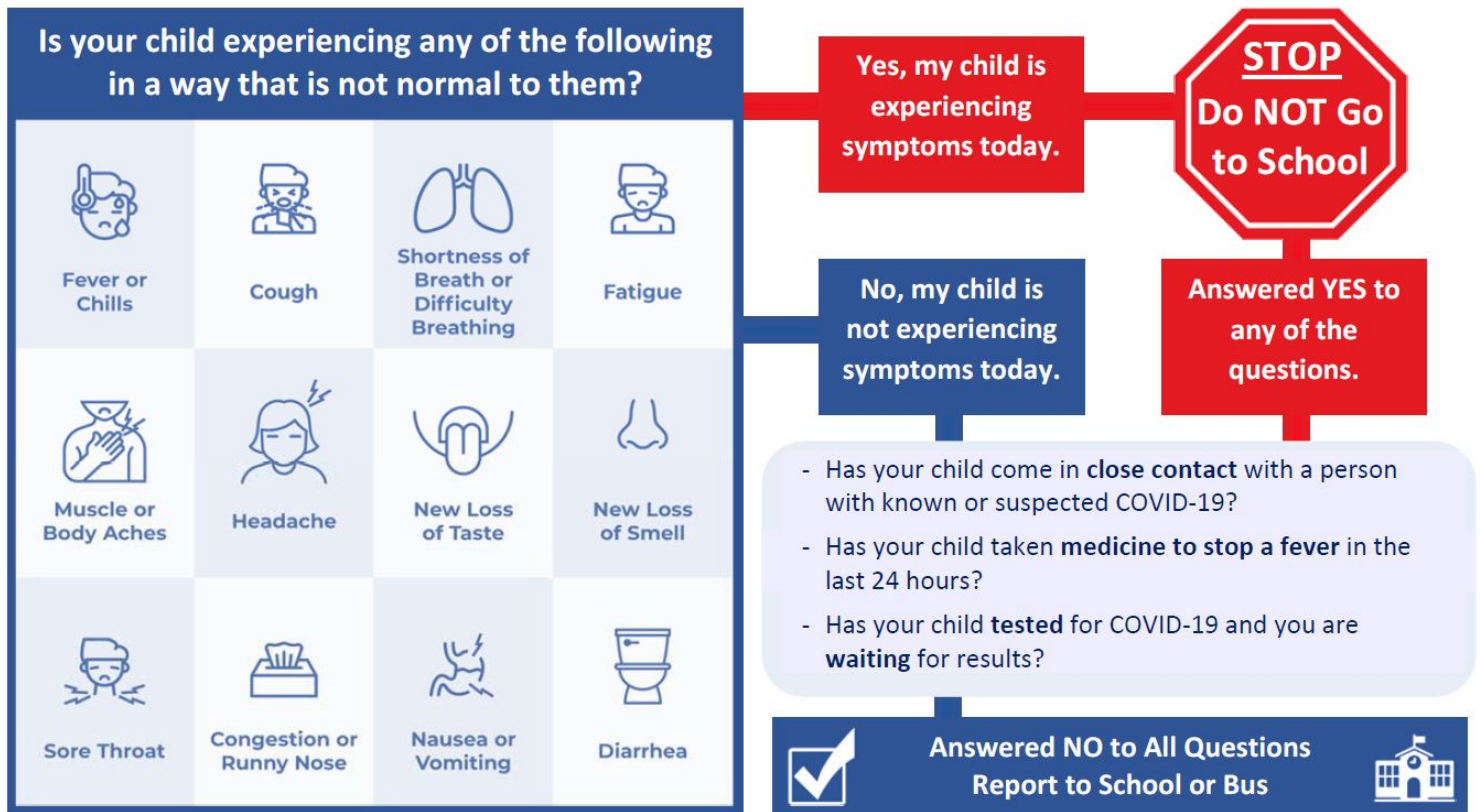
Students - [View the Full Page Student Screening Document Here](#)

Screening:

- The infographic below should be used each morning to complete the screening process.
- It is imperative that all families check for symptoms each morning and answer the screening questions to the best of their ability for the safety of our community.



IMPORTANT: Screening Begins at Home



Screening - Where to Enter Your Screening Questionnaire:

- The district will have an **electronic screening form** that is **filled out** each morning before the student reports to the school.
- If the screening form is **not completed** when the student arrives, the school will **call the parent/guardian** to complete the information. The student will not be able to remain in class if the information is not completed.
- The district is researching to find the most **user-friendly and accessible option** for parents to complete daily screening.
 - **More information will be shared soon on the location and steps for this electronic questionnaire before I-LEARN@School, which begins October 12, 2020.**





Student Personal Protective Equipment & Other Materials:

Masks:

- As explained on page 5, students will be asked to **bring their own face covering**.
- We ask that your child also **pack an extra** within their backpack.
- You can also send your child with **extra masks in a bag labeled with their name**, and teachers can store them for your child.
- Masks will be **available for emergency situations**, if needed.



Water Bottles:

- Students should **bring their own filled water bottle** with them to school.
- Shared **water fountains will only be used to fill personal water bottles** to prevent the spread of germs.
- Certain schools have water fountains with **bottle filling stations that will remain open, and the district is researching the feasibility of installing these stations at each campus**.
- Teachers and staff will **demonstrate** how to fill personal water bottles and **monitor** the use of water fountains throughout the day.



Backpacks, Purses, Bags, Supplies, and Personal Items:

- Students will be asked to **bring their own school items to limit sharing** such as pens, pencils, highlighters, crayons, their chromebook, and chromebook charger.
 - These items will **remain in their backpack** or assigned desk to prevent unintended sharing.
 - Teachers will **share more specific lists and procedures with you** before returning to school.
- Students should **limit bringing additional bags or personal items** with them to school.
- Social distancing will be required, which **may result in limited classroom or common room space** for personal items.



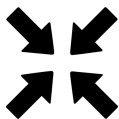



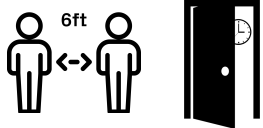
Know When and Where to Enter the Building or Bus

- Each school will have **specific pick-up/drop off times, locations, and procedures**.
- Please make sure you **know the details for your child before arriving** at school.
- More information **will be shared before the start of I-LEARN@School**, which begins October 12, 2020.





MITIGATION: Arrival to School & Transportation Protocols

<input type="checkbox"/> Know When and Where to Enter the Building or Bus	<input type="checkbox"/> Put Your Mask On	<input type="checkbox"/> Go to Your Temperature Check Location	<input type="checkbox"/> Apply Hand Sanitizer When You Enter	<input type="checkbox"/> Keep 6-Feet Apart & Report to Assigned Location
				

Protocols to Follow When Arriving to School - Students

General Information

- Reminder: Parents must **check their child for symptoms before they go to the bus or before they report to school.**
- Students need to be **dropped off as close to the start time as possible** to assist with the screening process.
- If your child is not riding the bus, please make arrangements for **your child to arrive no more than 30 minutes before the start of school.**

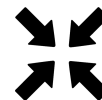
Face Covering Required - See more information on [pages 5-8](#)



- Students, teachers, and staff will **wear a face mask once they arrive on school property and while entering the campus.**

Various Entry Points

- Schools will designate **various entry points** and possibly **staggered times** for students to enter the building.
 - The specific plan for your child's school **will be shared with you** before the return date.



Temperature Checks

- Students' **temperatures will be taken at the beginning of the day as students enter the building or as they load the school bus.** Location(s) of temperature checks will be dependent on the number of students returning to school.
 - A specific **plan for each school will be created and may vary** based on drop-off locations and entry points. Campus plans will be shared with families before the start of school.
 - For example, students who are **dropped off may have their temperature taken as they exit the vehicle**, before the family member leaves, and other schools may have **students line up in a designated area** to facilitate the process.

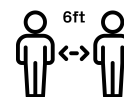




- If a student's measured temperature is **greater than or equal to 100.0 °F** they will be relocated to an **isolation room**. Temperatures below 100.0 °F will not be recorded. The process map on **page 9** that explains the steps regarding identification of symptoms will be followed.

Health and Hygiene Practices:

- **Hand sanitizer** will be available at each designated entrance for students to use.
- Students will **report directly to their homeroom, first period, or designated location (gymnasium, cafeteria, common area)**.
 - Socialization or congregation into groups will not be allowed and students will need to remain **socially distanced** as they walk directly to their assigned location..



Protocols to Follow When Arriving to School - Visitors

Parents, Guardians, Family Members:

- Parents will need to **remain in their vehicle** during drop-off. If parents walk their child to school, they will be directed as to where they can drop-off their child.
- Visitors entering the building will be **limited to appointments** or essential tasks.
- All visitors are asked to **call the school ahead of time** to make an appointment or accomplish the task virtually.
- If a parent/guardian must enter the campus, it will be **limited to one visitor per student**, and additional family members will need to wait outside of the school building.
- School systems are **permitted to prevent any individual who fails the screening criteria** from being admitted to the campus until they meet the criteria for re-entry to the campus.



Screening of Visitors:

1. Visitors will be screened for **COVID-19 symptoms before entering** the campus.
 - This will be **completed verbally by a staff member by phone or by using an outdoor doorbell camera** while the visitor is outside of the campus.
 - Visitors will be asked to report to the school system 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**.
2. **Temperature checks will be required** of all visitors entering the building and will be completed by a Clint ISD staff member.



Clint Independent School District

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Health and Hygiene Practices of Visitors:

1. Visitors will be **required to wear a face covering** while on the premises, before entering the campus, and while inside the building.
2. If a visitor does not have a mask on when approaching the building, they will **not be able to enter** the building. **Signage will be posted on this requirement.**
3. Visitors will apply **hand-sanitizer once arriving** on campus.
4. Visitors will **not be able to access other parts/areas of the building** during their visit.





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School buses will operate at a **reduced capacity**. We will use all buses to socially distance as much as possible.

Information on the times and routes will be shared once we **confirm which students** will be riding the bus.

Please expect routes to be **shared during intersession** through a phone call.



Transportation - Bus Protocols

Before Entering the Bus → Entering Bus → During Bus Ride → Exiting the Bus → After Students Have Exited

Before Entering the Bus

Parent & Student Protocols

- Parents will need to **complete the screening process BEFORE** students leave their home to ride the bus.
- Students should **wash their hands before leaving** their home

Driver Protocols

- Buses will be **sanitized and disinfected before students arrive**.
- Bus will be **equipped with hand-sanitizer, additional face masks, and disinfecting material**.
- Bus **windows will remain open to increase circulation** of outdoor air.
- Seats will be **labeled to indicate where students will sit** to remain socially distanced.
- Drivers will have an **up-to-date roster** of which students will be riding the bus, which must include parent name/phone number and an emergency contact.
 - When **parents** choose the I-LEARN@School instructional model, they **will need to indicate if district transportation will be used**.
- Transportation **employees will follow all district protocols** which include:
 - Completing the **self-screening process** before arriving to work.
 - Following the health and hygiene practices including the use of **hand-sanitizer and/or washing their hands upon arrival** to a district facility and throughout the day
 - A **face mask will be worn at all times** by district employees.



Entering the Bus

Student Protocols

- Students will need to have their **face mask on** when entering the bus and keep it on for the duration of the bus ride.
- Students will **apply hand-sanitizer** which will be available as they enter.
- Students will **give the bus driver** their name so they can **mark them present** on the roster/seating chart.
- Students will go to their **designated seat number**, as explained by the bus driver, which will begin at the back of the bus and move towards the front.
- Students will **remain 6-feet apart while entering the bus** and should refrain from touching other seats/items.

Driver Protocols

- Drivers will **assign seats and take attendance** every day.
- Drivers will **sanitize surfaces that are touched often** such as handrails, seats, etc. after each group of students has unloaded.
- Drivers will **verbally ask students how they are feeling and take their temperature**.
- If the student **appears sick or has a fever of 100.0 °F** or higher:
 - The student will be sent home with the parent, if the parent is present.
 - If the parent is not at the bus stop or cannot be reached, the child will remain on the bus.
 - The driver will contact the transportation department who will notify the school.
 - Once arriving at school, the nurse will take the student to an isolation room and contact the parent if fever or symptoms are present.
- The first seat opposite the driver will be **reserved for any student who might be sick** that cannot be left at home. At the school, the driver will escort the student to a school staff member who will take the child to the nurse.

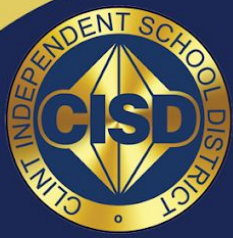
During the Bus Ride

Student Protocols:






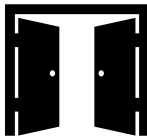
- It is **imperative that students follow all procedures and directions provided by the bus driver** for their own safety and safety of others.
- Students will be **required to sit in their assigned seats**.
- Students will **keep their mask on** at all times.
- Students must **remain in their seats, facing forward**. Sitting sideways or turning around will not be permitted.
- **Food will not be consumed** on the bus.



	<p>Driver Protocols:</p> <ul style="list-style-type: none">○ Drivers will not walk the row with students on board.○ Drivers will use the intercom system to relay any messages.○ Drivers will immediately correct students who are not following the correct guidelines.○ Students who do not follow the driver's instructions will be reported to the campus administration.
<p>Exiting the Ride</p>	<p>Student Protocols:</p> <ul style="list-style-type: none">○ Students will follow driver directions to exit the bus.○ Students will unload from front to back while maintaining social distance.○ Students will report to their designated area at the school. Hand sanitizer will be available for students as they enter the building. <p>Driver Protocols:</p> <ul style="list-style-type: none">○ Drivers will use the intercom system to guide students off the bus reminding students to maintain 6-feet of distance and not touch other seats or items.
<p>After Students Have Exited the Bus</p>	<p>Driver Protocols:</p> <ul style="list-style-type: none">○ Drivers will sanitize surfaces that are touched often such as handrails, seats, etc. after all students have unloaded.○ Example:<ul style="list-style-type: none">■ Elementary students are dropped at school. Drivers will sanitize high traffic surfaces before starting their bus route to pick up middle school students.■ Middle school students are dropped at school. Drivers will sanitize the same areas before picking up high school students.■ The same process will happen when taking students home.○ After all morning routes, the bus will receive a deep cleaning and disinfection on all seats, seatbelts, and surfaces that were touched before the afternoon routes. The same cleaning will occur again after afternoon/evening routes to prepare for the next day.



MITIGATION: Movement Around the Building

<input type="checkbox"/> Walk on the right side and follow traffic signs	<input type="checkbox"/> Maintain 6-foot distance and wear your mask at all times	<input type="checkbox"/> Limit traffic and no grouping or congregation	<input type="checkbox"/> Limit touching of door handles
 	 		

Hallways - Logistical Considerations

- Hallway traffic will be designated for all individuals to **walk on the right side and maintain 6-foot distance** between individuals.
 - Signage will be posted to assist with this process.
 - Hallways may have one-way direction, if logistically possible.
- All students and staff **will wear a mask and keep 6-foot social distance from other individuals** at all times in hallways.
- Hallway **traffic will be limited to entering** the building at the beginning of the day, accessing the restroom, transition between classes, and exiting the building.
 - Classroom teachers can contact the front office through the intercom system/phone, if needed.
- Doors that can safely remain open **will remain open to limit touching of door handles**.
 - Examples may include doors to hallway entrances, workrooms, or interior office doors.
 - Classroom doors should remain open as well. If the door needs to be shut, possibly for noise purposes, the teacher should be the only one to touch the door handle. Teachers will apply hand-sanitizer before and after opening the door.





Transition Between Classes - Logistical Considerations

Elementary Level

- At the elementary level, students will **remain in their homeroom and limit transition** between classroom settings.
 - Small groups of students may report to other classroom settings for specific services, but they will be accompanied by a school staff member.
 - If a class is relocating to another space, students will remain 6-feet apart and wear their mask while in the hallway.



Secondary Level

- At the middle and high schools, students will have **four classes a day, which will require transition.**
- Schools will **develop specific protocols** to create a safe transition process.
- Campus protocols will include:
 - Hallway **traffic signage and protocols to keep students 6-feet apart** for social distancing.
 - Specific **standing/waiting areas where students will line up** before entering a classroom.
 - Procedures to **limit student physical interaction** (hand-shakes, hugs, etc.).
 - Locations and **procedures for staff who will monitor** and assist with transition.
- Possible solutions to assist with transitions may include:
 - **Extended transition time** (e.g. 15 minutes total between classes).
 - **Staggered release times per hallway.**
 - **Outdoor** waiting areas or exterior paths.
 - **All staff available** will be in the hallways, breezeways, and outdoor areas to **monitor and assist with transition.**








Restrooms During Transition

- Restrooms during transition time will **remain closed and unavailable.**
- Students will be able to **use the restroom once class has started**, this will facilitate sign in/out sheets and create a controlled number of students in each restroom.







Restrooms

<input type="checkbox"/> Know which restroom to use & keep your mask on	<input type="checkbox"/> Look for signage indicating a clean area & maintain the cleanliness	<input type="checkbox"/> Wash your hands for at least 20 seconds Hum the "Happy Birthday" song from beginning to end twice	<input type="checkbox"/> Use sanitizer when returning to your classroom or work space
 	<div style="background-color: #4CAF50; color: white; padding: 5px; display: inline-block;">Disinfected</div> <div style="background-color: #F44336; color: white; padding: 5px; display: inline-block;">Needs Attention</div>	 	

Health and Hygiene Practices

- Students and staff will follow **all hygiene practices while in the restroom and before going back to their classrooms or workspaces.**
- **IMPORTANT: Masks must stay on while in the restroom.**
- While inside the restroom, students must maintain **social distance and not socialize or group together.**
- **Hand-washing signs will be posted** on the proper technique.
- **Avoid touching your face, phone, or other personal items** while in the restroom.
- Students and staff should **apply hand sanitizer once arriving back to their classroom or work area.**
- **Proper hand-washing after each restroom use is extremely important:**



<p>Follow Five Steps to Wash Your Hands the Right Way</p> <ol style="list-style-type: none"> 1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. 3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.  4. Rinse your hands well under clean, running water. 5. Dry your hands using a clean towel or air dry them. 	<p>Siga cinco pasos para lavarse las manos de la forma correcta</p> <ol style="list-style-type: none"> 1. Mójese las manos con agua corriente limpia (tibia o fría), cierre el grifo y enjabónese las manos. 2. Frótese las manos con el jabón hasta que haga espuma. Frótese la espuma por el dorso de las manos, entre los dedos y debajo de las uñas. 3. Restriéguese las manos durante al menos 20 segundos. ¿Necesita algo para medir el tiempo? Tararee dos veces la canción de "Feliz cumpleaños" de principio a fin.  4. Enjuáguese bien las manos con agua corriente limpia. 5. Séqueselas con una toalla limpia o al aire.
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Logistical Considerations

- Campus leadership will **assign designated restrooms and procedures** for staff, students, and visitors during the day.
 - Restrooms will be **designated based on the number of students/staff in each hallway or area** of the building.
 - Restrooms will **not** be used during **transition** between classes.
 - **Restroom logs** will be maintained by the teacher.
- Restrooms will be **cleaned and disinfected regularly** throughout the school day **by campus custodians**.
 - Custodians will make every attempt to clean restrooms frequently. To assist our custodial teams, **all students and staff members have the responsibility to maintain a clean area and avoid spreading germs** by following good hygiene practices.
 - A **colored-coded sign system** can be used to designate when a restroom has been used and disinfected.
 - Custodians may have a **visible cleaning log posted** in the restroom to inform others of when the area has been disinfected.



Water Fountains


- Students may only use **water fountains to fill their personal water bottles**.
- The district is researching the **feasibility of installing water fountains with bottle fillers** at all schools.

Students	<ul style="list-style-type: none"> ● Students should bring their own reusable water bottle for use throughout the day and will take water bottles home to be cleaned.
Parents	<ul style="list-style-type: none"> ● Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis. ● Parents are asked to assist students, as needed, to clean water bottles.
Teachers/Staff	<ul style="list-style-type: none"> ● Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains. ● Monitor that students take water bottles home to be cleaned.



MITIGATION: Classroom & Other Learning Environments


Classroom Setup

- At this time, the district has decided to space **all desks 6-feet apart to avoid and limit any close contact** between individuals for extended periods of time. *This is subject to change based on the number of students choosing to return to school. Screened partitions will be available when desks are within 6-feet. 
- For example, a teacher may walk up to a student to assist them with a task, but they should not be standing/sitting within 6-feet of the student for more than 15 minutes. Masks will stay on during this time.
- The same applies for students. Students may walk past each other in the classroom, but they will have 6-feet of physical distance between their desks so they are not in close contact for an extended period of time.
- **Class size will be contingent upon parent selections.** The maximum number of students in each classroom will be **dependent on square footage and space available.**
- **Schedule changes and adjustment to the homeroom teacher** may be necessary to meet the physical distancing requirements set by the district.
- The TEA allows hybrid schedules for high school campuses. Dependent on the number of students returning, a **high school may shift to a hybrid model** - groups of students attending on different days.

Social/Physical Distancing

- Physical distance of **6-feet is expected at all times** between students and staff.
- In unique circumstances, dependent on student need, **staff may have to be in close proximity or provide direct contact support.**
 - Examples of this may include, but are not limited to, working with students in **early childhood classrooms; hand-over-hand support** for students with disabilities; **personal care services** such as hygiene, grooming, and toileting; or **emergency situations.**
 - **Personal protective equipment** including masks and face shields will be used to protect teachers and staff. Staff will also practice **proper hand-washing or application of sanitizer** after any direct contact.
 - If close contact occurs to assist a student, it should be **brief (less than 15 minutes) and while wearing a face mask**, which is defined as **low-risk** by the Department of Public Health.

Classroom Spacing

- In order to best utilize classroom space and maximize physical distancing opportunities, classrooms will be **cleared of unnecessary items**, which may include furniture, shelving, carpet areas, instructional material not being used, and personal items. 
- Removal of items will also **assist in disinfection process** by reducing the number of surface spaces needing to be cleaned daily



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- Before students arrive for I-LEARN@School, classrooms and labs will be **decluttered**.
- Teachers will work with their campus administration to **remove anything not needed for instruction**. Personal items will be taken home. Instructional items may be relocated to a storage area within the school.

Student Desks or Work Areas

- Desks and tables will be **6 feet apart** and will **face the same direction**.
- Teachers will maintain **daily seating charts for at least a 2 week (14 day) period**.
- Seating locations **should remain consistent** and not change, unless absolutely necessary.
 - Along with distance, desks may have a **screened partition** to add another barrier between students.
 - These **may be placed on every other desk or individual desks**, based on classroom setup and number of students.
- The use of **outdoor space for learning will be considered** when possible. Classroom groups working outside will maintain **at least 12 feet of social distance from other classroom groups**.



Movement Around the Classroom

- Students will need to **remain in their seat** during classroom instruction.
- Students will **ask permission to leave their work space**, for example, to use the restroom.
- **Teacher directions must be followed at all times**.
 - The district understands this will be a shift from normal procedure and classroom environment.
 - Teachers will work with students to educate them on new rules, processes, and classroom activities. Deviation from the protocols will be treated as a learning opportunity for all.



Cleaning and Sanitation of Classrooms and Learning Environments

Handwashing and Sanitization

- Increased sanitizing and handwashing is **very important** this school year.
- As mentioned in the arrival section, students will be **asked to sanitize or wash their hands upon entering the school building**.
- Prior to entering a **new classroom**, **students will be asked to sanitize** to help prevent the transfer of germs or bacteria.
- Students can expect to sanitize their hands **multiple times a day**.
- Each school **will provide sanitization stations and hand sanitizer for students and staff** to use while on campus.
 - If a student brings their own sanitizer, the **parent must ensure the child can safely use it on their own**.





Cleaning and Disinfection



- Teachers will be **provided with a disinfecting solution for desks and high touch areas** to use throughout the day in their classroom - contingent on purchasing availability.
 - Teachers will be **trained** on the appropriate use and application of this material.
 - **Students will not handle or come in contact with the cleaning solutions.**
 - Based on availability of material, a pair of next-door teachers or teachers within a hallway, **may need to share cleaning material** throughout the day.
 - Possible Example: During secondary transition, the teacher in room 100 will monitor the students during transition and assist students in the hallway. During this time, the teacher in room 102 sprays down and disinfects both of their classrooms.
 - **Disinfecting wipes**, once available for purchase, will be provided to teachers. Currently, they are unavailable for purchase, and the district is monitoring for their availability and purchase.

Details on the Cleaning and Disinfection Process:

- Cleaning, maintenance, and care for district facilities has always been a top priority for Clint ISD.
- The district is fortunate to have exceptional custodial and maintenance staff who are now extending their routine cleaning practices to more frequent disinfection throughout the day.
- Principals will create specific campus protocols to ensure cleaning and disinfection happens throughout the day aligned to the district protocol below.

Time of Day/Occurrence	Activity	Individuals
Throughout the Day At least every hour with more focus on shared spaces such as restrooms. Additional disinfection may occur as needed or as directed.	Disinfect High-Touch Areas with Non-Acid Disinfectant <ul style="list-style-type: none"> ● Doorknobs, handrails, faucets, toilets, urinals, partitions, towel dispensers/hand blowers. ● All high touch areas will be addressed, entries/exits, hallways, offices, classrooms, workrooms, lounges, and restrooms. <i>Product is sprayed on hard surfaces and sits for 10 minutes. Once dry the area is disinfected. Residue may be left behind, but no need to be wiped off if the area is not used for eating.</i>	Custodians
During Class Transition 3 transitions a day at the secondary level. Minimal transition at the elementary level.	Disinfect High-Touch Areas or Shared Items with Non-Acid Disinfectant <ul style="list-style-type: none"> ● Student desk tops, doorknobs, other shared equipment. <i>Individual teachers may be supplied this product, if available for purchase, or custodians will assist with in-classroom disinfection.</i> <i>Same 10 minute process is followed as explained above.</i>	Teachers Custodians
After Lunch, Shared Cafeteria and Teachers' Lounge	Disinfect High-Touch Areas with Non-Acid Disinfectant <ul style="list-style-type: none"> ● Desk or table tops, doorknobs, handrails, and serving line. <i>Will occur after each student group visits the shared space.</i> <i>Same 10 minute process is followed as explained above.</i>	Custodians



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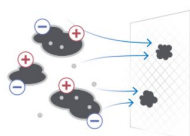
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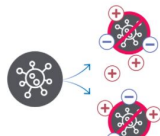
<p>End of Day</p> <p>Deep cleaning once students and staff have left the building.</p>	<p>General Cleaning of the School</p> <ul style="list-style-type: none"> • Empty trash, general dusting, sweep/mop, vacuum. <p>Disinfect Classroom Areas with Non-Acid Disinfectant</p> <ul style="list-style-type: none"> • Computer/keyboards, student/teacher chairs, student/teacher desk, tables, filing cabinets, shelves, door knobs and light switches. • Student desks will be washed with water to remove chemicals so they are ready for next day breakfast in the classroom. <p>Disinfect Office Areas with Non-Acid Disinfectant</p> <ul style="list-style-type: none"> • Telephone, computer/keyboards, door knobs, light switches, trash cans, desks, tables, chairs, filing cabinets and shelves. <p>Disinfect Restrooms with Non-Acid Disinfectant</p> <ul style="list-style-type: none"> • Walls, mirrors, toilets, urinals, partitions, dispensers, hand blowers, trash cans. <p>Other spaces to include: Gyms, training rooms, weight rooms, laundry rooms, bleachers, locker rooms, concessions, etc.</p>	<p>Custodians</p>
<p>Once a Month</p>	<p>Application of PreventX 24/7™ on High-Touch Areas</p> <ul style="list-style-type: none"> • PreventX 24/7™ has antimicrobial technology that provides continuous surface protection in between cleaning and disinfecting events. • Germs cannot thrive on a surface treated with PreventX 24/7™ • PreventX 24/7™ will continue to protect surfaces against germs, mold, and mildew for 30 to 90 days. • Clint ISD has made the investment and commitment to apply this treatment every 30 days for maximum effectiveness. 	<p>Custodians</p>

Ventilation and Air Flow

- The CDC recommends **increased ventilation and airflow**.
- Clint ISD schools have air systems that **exchange inside and outdoor air** to maintain the temperature.
- Teachers may also **open classroom windows** to increase airflow, if available.
- Units will run **before and after school hours to increase the amount of ventilation** in the campus.
- Clint ISD has invested in **PlasmaAir** at all 14 campuses, and will be installed before we begin I-LEARN@School. - <https://www.plasma-air.com/how-it-works>
 - The system is designed to use bipolar ionization technology to proactively purify indoor air and neutralize bacteria and virus cells, odorous gases and aerosols, and volatile organic compounds (VOCs).



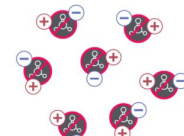
Airborne particles are charged by the ions causing them to cluster and be caught in filters



As they divide to reproduce, bacteria and virus cells bond with oxygen ions and are destroyed



Odorous gases and aerosols oxidize on contact with oxygen ions and are neutralized



Oxygen ions cause a chemical reaction with VOCs breaking down their molecular structure



Instructional Activities

Educating Students on New Procedures

- Staff will utilize **district-created materials** and/or [CDC resources](#) to educate students about the importance of frequent hand washing; covering a cough or sneeze; not touching one's eyes, nose, and mouth; staying home when sick, and other measures to help prevent the spread of communicable diseases.
- The district asks that **parents also discuss the importance of following school procedures** and help prepare their child for what school will now look like.



Student Supplies and Material

- Students **should not share school supplies or technology** with their peers.
 - With **approval from campus principals**, teachers may ask parents to send their children **with additional supplies** for I-LEARN@School, to assist with individual materials.
- Students must **refrain from passing around cell phones or iPads to friends**. Should a student need supplies, they should ask a teacher who may be able to help them get what they need for the class.
- Teachers will **reduce the number of items going back and forth between home and school**, and space will be designated in the classroom for student belongings.
- If any student material is shared, **disinfection of the material must occur between uses**, immediate hand-washing, or application of hand sanitizer.



Student Collaboration or Group Work

- **Technology will be utilized when students are involved in collaborative work** to the maximum extent possible.
- Group or pair work can be implemented while **maintaining physical distancing**.
- Teachers will maintain **consistent groupings** to minimize the spread of the virus.

Teacher Equipment and Resources

- Students will continue to use their **Chromebooks to access assignments and engage in the instruction** that the teacher provides.
- Majority of Clint ISD classrooms are equipped with teacher **microphones that amplify sound** within the classroom, which will assist with physical distancing and wearing a mask.
- Teachers will also utilize the **interactive panel** in their classroom to engage students, push out assignments, and provide demonstrations for all students at home and in the building.



Specifics on Other Instructional Spaces and Specialized Classrooms

Elementary Music

- Elementary music teachers may be expected to **rotate** to homeroom classrooms to facilitate and provide lessons. Music teachers may also provide **virtual lessons** while students remain in their homeroom class.
- If **multiple homeroom classes** report to the same music area, the music teacher will keep each classroom group **physically separated**.
- Students will be required to **wear a mask or other facial covering** at all times in the music classroom.
- Appropriate **social distancing measures** will be followed where possible.
- Teachers will complete the **cleaning and sanitization process between classes**.
- Shared musical instruments, mallets and other equipment will be **sanitized and wiped down after each use**.



Elementary Physical Education (PE)

- Whenever possible, PE classes will be **held outside** to allow for maximum physical distance between students.
- If **multiple homeroom classes** report to PE at the same time, the PE teacher and instructional aides will keep **each classroom group physically separated**.
- Students will **not** be **required to change into workout clothes**, and the use of locker rooms will not be permitted.
- Daily physical education (PE) classes will **limit the amount of high intensity exercise**, so that **masks stay on when near other students**. We encourage students to actively exercise at home with family before or after school.
- If students are **outside and have at least 6-feet of physical distance**, they will be **able to remove their mask**.
- Fun activities that **promote social distancing** will be designed by PE teachers and instructional aides ([examples here](#)). Any activities bringing students into **close physical contact will be avoided**.
- Activities requiring multiple students to **touch or handle the same equipment will be avoided**.
- If equipment is used, it will be **disinfected** after each use.
- **Hand sanitizing areas and access to hand-washing** will be provided.





Elementary Recess Time

- Campuses will **limit the number of students per recess group** and will **stagger schedules** to maintain physical distancing. Students will be monitored at all times.
 - For example, recess will not necessarily be right before or after lunch.
- Campus administration and teachers will **designate stations** in outdoor areas to limit crowds of students. Homeroom classes can play in like areas.
 - Homeroom **classes will stay physically distanced from each other** and not mix student groups.
- Students and staff will be required to wear face coverings while going out to recess, but will be **allowed to remove face coverings once outside as long as students are social distancing**. Masks will be put back on when returning to class.
 - Masks can **only be removed outdoors if students are maintaining 6-feet of physical distance** and not playing in close proximity to others.
- All students and staff will be required to **wash their hands or use alcohol-based hand sanitizer before recess** and when **returning to their classroom**.
- The district will **phase-in use of playground equipment** after the start of I-LEARN@School. The start of school will include outdoor activities that encourage physical distance and play.
- Additional **“Brain Breaks” will be scheduled throughout the day** as needed.



Elementary and Secondary Outdoor Time

- Teachers may **incorporate outdoor time for lessons or “brain breaks”** throughout the day. For example, a class may go outside to read a story, complete a science lab, or other instructional lesson.
- **Activities** will be limited to those that can be done **while maintaining social distancing**.
- Homeroom **classes will stay physically distanced from each other** and not mix student groups.
- Students and staff will be **required to wear face coverings while going outside for lessons or breaks**, but will be allowed to **remove face coverings once outside as long as students are physically distanced**.





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Elementary and Secondary Library

- Librarians may be expected to **rotate to classrooms** to facilitate and provide lessons.
- Library procedures will **mimic classroom** protocols:
 - **6-feet of physical distance** between students, **face masks**, **limit sharing of material**, and **use of technology** to facilitate lessons.
 - Desk shields will also be made available if students are using this instructional space throughout the day.
 - If books are checked out/in from the library, librarians will **apply sanitizer or wash their hands after handling material**.
 - **Hand-sanitizer** will be available to use as students or staff enter the library.




Secondary PE Classes During School Day

- Whenever possible, PE classes will be **held outside** to allow for maximum physical distance between students.
- Students will **not** be **required to change into workout clothes**, and the use of locker rooms will not be permitted.
- Daily physical education (PE) classes will **limit the amount of high intensity exercise**, so that **masks stay on when near other students**. We encourage students to actively exercise at home with family before or after school.
- If students are **outside and have at least 6-feet of social distance**, they will be **able to remove their mask**.
- Any activities bringing students into **close physical contact will be avoided**.
- Activities requiring multiple students to **touch or handle the same equipment will be avoided**.
- If equipment is used, it will be **disinfected** after each use.
- **Sanitizing areas** and **access to hand-washing** will be provided.





Secondary Athletics

- Athletics will follow safety guidelines provided from **UIL and TEA**.
- Athletes on the I-LEARN@School model may participate in **daily athletic class during school as well as before or after school practice** utilizing existing facilities. 
- Students who choose **I-LEARN@Home (virtual instruction)**:
 - If students choose to stay home for virtual instruction, they **will be allowed to report to school for the beginning/end of day athletic period and before/after school practices and activities**.
 - Students will only **report to school for the athletic period if it is part of their assigned schedule**. Students must **remain at home for the entire class period before/after their athletic class**.
 - This only applies to **1st period athletic classes that follow a morning practice**. Or an **end of day, 8th period, class that has an afternoon practice after it**. **Students would not be able to report to classes scheduled in the middle of the day**.
 - Example: Student has 8th period athletics and 7th period physics. The student will remain at home for the entire 7th period, until the physics class is complete. Once the class period is complete, they may report to the school for their 8th period class and stay for after school practice. It is expected and understood that students may show up late to the athletic period.
 - The same example is true if the student has a morning practice and 1st period athletics class. They must be at home and ready to participate in their 2nd period class in time, which means the student will have to leave the school early enough to make it home on time.
 - **Transportation will not be available** for students who are on the I-LEARN@Home path, other than the evening activities bus to take students home.
- View the detailed athletics practice and events plan here: [Athletic Procedures](#)



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Secondary Fine Arts

- Fine Arts will follow safety guidelines provided from **UIL and TEA**.
- Fine arts students on the I-LEARN@School model may participate in **daily fine arts classes during school as well as before or after school practice** utilizing existing facilities.
- Students who choose **I-LEARN@Home (virtual instruction)**:
 - If students choose to stay home for virtual instruction, they **will be allowed to remain at school for their first period fine arts period after morning practices**.
 - **This only applies to 1st period fine arts classes that follow a morning practice.**
 - **CHS: Marching Band 1st Period.**
 - **HHS: Wind Ensemble 1st Period**
 - **MVHS: Percussion 1st period**
 - **Students would not be able to report to classes scheduled in the middle of the day.**
 - Example: Student has 1st period band and 2nd period geometry. The student can attend morning practice and stay for the majority of 1st period band. The student must be at home and ready to participate in virtual instruction for 2nd period geometry. It is expected that the student will be on time to the next class and cannot be late because of fine arts class.
 - **Transportation will not be available** for students who are on the I-LEARN@Home path, other than the evening activities bus to take students home.
- View the detailed Fine Arts Plan here: [Reopening Guidelines](#) & [Practice Guidelines](#)



Second Career & Technology Education (CTE)

- CTE classrooms, labs, shop areas will **mimic classroom** protocols:
 - **6-feet of physical distance** between students, **face masks**, **limit sharing of material**, and **use of technology** to facilitate lessons.
- CTE classrooms may require the **use of shared material during the same instructional class**. Teachers will complete **disinfection between uses** of shared material.
- Teachers may **rotate lab work** throughout the week. Teachers may assign lab work on different days to groups of students to avoid sharing of material and close contact. Groups will remain consistent.
 - For example, group A may engage in the hands-on activity on Monday while group B is completing a computer based assignment. Then, the groups switch on the next scheduled day..
- Students who choose the I-LEARN@Home program and receive their instruction virtually **may have to report to school to complete their contact hours/tasks**.
 - Specific information **will be shared with families** that this applies to.





Information for Staff Members About Classroom and Other Learning Environments

Teacher Breaks from the Classroom

- Teachers and staff should **communicate and work in conjunction with the campus principal** on the steps or processes when taking a break and exiting the classroom during the day.
 - For example, a schedule and process will need to be created for teacher mask breaks, restroom breaks, lunch, etc..



Shared Classrooms and Work Spaces

- Instructional staff **who share work spaces** will be **required to work in the same space during I-LEARN@School** to provide services and effective instruction to students.
 - This applies to instructional paraprofessionals, special education co-teachers, and other special education service personnel.
- Staff members must **keep their mask on at all times** when in a shared space.
- Maintain at least **6-feet of physical distance**.
- Personal and instructional **items should not be shared**. Labeling items or clear division of the room with signage or markers can be used to facilitate this process.
- Frequent **hand-washing or application of hand-sanitizer** will be practiced throughout the day.



Group Meetings, Gatherings, or Activities

- Large **group meetings and gatherings** are still **prohibited** during I-LEARN@School.
 - **Staff meetings, PLCs, and other required activities** can still be accomplished **virtually**.
 - Luncheons, celebrations, or other social gatherings are **not allowed** to prevent the spread of the virus.
- Teachers and staff will **remain in their work area** throughout the day and should avoid going to other classrooms or office spaces.
 - Grouping together is **prohibited unless discussed and approved by the district's cabinet**.
 - A **teacher may speak to their principal to request an in person (face-to-face) training or support** on a one-to-one basis. The campus principal must approve and organize this support session.
 - Assistance is **always available virtually**. If support is not feasible virtually, an in person (face-to-face) training may be provided, but only on a one-to-one basis with principal approval.





Safety Drills & Emergency Situations - Contact Mr. Miguel Escobedo for more information.

Emergency Response Drill

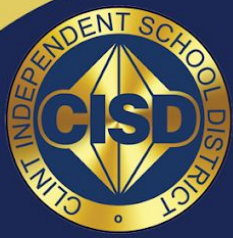
- Emergency response drills to include fire/evacuation, lockdown and shelter in place drills **will continue to be conducted** in accordance with state laws.
- **Social distancing will be maintained to the extent possible** while still complying with the requirements of the drill.
- Students and staff will be required to **wear face masks** during all drills.
- **Lockdown drills** will be practiced only once a semester and will consist of an administrator or school resources officer walking students and building occupants through the lockdown procedures over the intercom system. Students will **remain in their seats** while teachers turn off the lights, lock their doors and explain to students what area of the room they **would usually move** to and how to barricade the door.
- **Fire drills** will follow the same usual procedures of activating the alarm to alert building occupants to evacuate the building. All building occupants will be required to stay **6-feet apart while exiting** the building and **wear face masks throughout the duration of the fire drill**. While standing outside, students will be required to stay 6-feet apart and remain 6-feet apart while re-entering the building. Upon re-entry, all building occupants must apply hand sanitizer or wash their hands if possible.
- **Shelter in place drills will follow the same usual procedures** of alerting building occupants to stay indoors throughout the duration of the drill. Building occupants are asked to follow the instructions given by the campus administrator over the intercom system.



Responding To Emergency Situations While Having In-Classroom and Remote Learning Instruction

- There may be **emergency situations** where a staff member must be **within 6-feet** of a student or individual. Staff will follow all **regular protocols and steps in emergency situations**, while keeping their mask on and will wash their hands or apply sanitizer after coming into contact with another individual.
- An emergency situation might arise while the classroom teacher has students in the classroom and students logged into the lesson virtually. Teachers must be prepared to **respond** in a manner that is with the best interest of both students inside the classroom and those at home joining in virtually.
- In the **event of an emergency at school**, teachers must **immediately follow the appropriate emergency response procedures for the protection of the students** physically present in the classroom. If possible, the teacher must log off from the virtual learning session immediately.





MITIGATION: Staff Work Spaces - Front Office, Teachers' Lounge, Staff Workrooms

Teachers' Lounge and Workrooms - Logistical Considerations

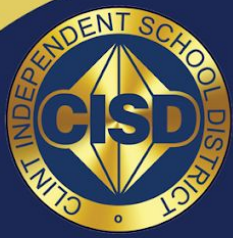
- Use of the teachers' lounge or workroom should be **limited to unique circumstances or closed completely**.
- Staff will **not congregate or socialize** in the lounge or workrooms.
- If the area is needed for breaks/lunch by a staff member, **seating must be spaced at least 6-feet apart**.
 - Area must be **disinfected** after each use.
- A schedule can be created by the campus team for **custodial staff to clean the area** after each designated break/lunch.
- Possible Process - A **colored-coded sign** can be placed at seating areas to indicate if the area has been used and needs attention or if it has been disinfected by a custodian.
 - For example, a staff member takes their required lunch break and eats alone at a table in the lounge. When they leave the area, a red sign is placed on the table that indicates it was recently used. Once the custodian has had the opportunity to disinfect the area, they will flip over the sign to green.
- The campus will **create a plan for the use of machines**, including the copy machine, paper cutter, laminator, etc. that are within teacher workrooms.
 - This may include available disinfectant to apply after each use, or movement of the machines to the front office area where a designated staff member can solely operate the machine.



Front Office Procedures - Logistical Considerations

- Front **office staff and visitors will wear a face covering** at all times.
- Front office staff will **limit the sharing of material and devices** in the front office.
 - Staff will consider and **make a plan** for the use of pens, sign-in sheets, phones, copy machines, radios, computers, etc..
 - For example, one staff member can be **solely responsible for making copies**, and no other staff members will access the machine.
- Each staff member **should be aware of who uses what materials**, and this can be accomplished through labeling, organization into designated areas, etc..
 - If material is shared, it must be **disinfected before use by another staff member**.





MITIGATION: Breakfast and Lunch

Breakfast in the Classroom - Elementary and Secondary

General Information

- Breakfast will be **delivered to the classroom to all students at all schools.**
- Teachers will follow the same procedures as other years by filling out a **tally sheet daily** for each child participating.
- All food items will be **packaged/covered** or will be placed in a **covered disposable tray/container.**
- All **uneaten items will be disposed of.**



Student Protocols

- Students will **eat at their assigned desk.**
- Students will **wash their hands or apply hand-sanitizer** before removing their mask to eat.
- Once their hands are clean, they will **safely remove their mask** by the loops, being careful not to touch the inside of the mask, and place their folded mask on their desk.
- Students will **eat quietly** at their desk, **not share food**, and **not engage in other tasks such as touching their Chromebook or other personal items** to prevent the spread of germs.
- Teachers can **play an instructional video or music on their TV panel during this time** to engage students.
- Teachers and assigned staff members will **keep their masks on** and **assist with trash pick up** so students can remain at their table/desk.
- Students will put their **mask on immediately after they finish eating.**

Elementary Lunch Procedures

General Information

- Lunch will be **delivered to the classroom.** Lunch in the classroom will have **one option only.**
- Teachers will follow the same procedures as other years by filling out a **tally sheet daily** for each child participating.
- All food items will be **packaged/covered** or will be placed in a **covered disposable tray/container.**
- Students may also **bring their own lunch**, but they will not have access to microwaves or other appliances for reheating.
- Outside food **vendors** and **outside food deliveries** will **not be allowed.**





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Student Protocols

- Students and staff will follow the **same procedures as breakfast** explained above.
- Students will remain in their classroom and be monitored during lunch. Campuses will create schedules for teachers to have their **30-minute duty free lunch**.

Secondary Lunch Procedures

General Information



- Meals will be **served through a serving line and students will take meals to their designated seats in the cafeteria or gymnasiums with seats physically distanced**.
- Students will walk through the serving lines, they must stay **6-feet apart and have their mask** on at all times.
- All food items will be **packaged/covered** or will be placed in a **covered disposable tray/container**.
- Students may also **bring their own lunch**, but they will not have access to microwaves or other appliances for reheating.
- Outside food **vendors and outside food deliveries** will not be allowed.

Student Protocols

- Students will be **directed to a seat in the cafeteria** that has been socially distanced from others.
- Students will **apply hand-sanitizer** while walking into the cafeteria or before removing their mask to eat.
- Once their hands are clean, they will **safely remove their mask** by the loops, being careful not to touch the inside of the mask, and place their folded mask on their table.
- Students will **eat quietly** at their assigned seat, **not share food**, and **not engage in other tasks such as touching their cell phone, Chromebook, or other personal items** to prevent the spread of germs.
- **Teachers or assigned staff members** will keep their masks on and **assist with trash pick up** so students can remain at their desk.



Safety Precautions for Cafeteria Staff during Preparation and Serving of Meals

Cafeteria Staff

- **Pre-screen** (e.g., take temperature and assess symptoms prior to starting work).
- **Disinfect and clean** work spaces and equipment, and with more frequent cleaning of high touch surfaces.
- Regularly **self-monitor** (e.g., take temperature and assess symptoms).
- Wear a **mask or face covering** at all times.
- Practice social distancing and **stay at least 6 feet from other people** whenever possible.



Cleaning & Disinfection

- High touch surfaces will be **disinfected often** using district provided chemicals and cleaning agents.
- If a secondary school has several lunch periods, all **student desks/tables will be disinfected between groups** by CNP staff or custodial staff.



MITIGATION: Dismissal

Logistical Considerations

Information for Parents

- Students are **encouraged to leave the school as soon as possible**.
- If students do not ride the bus, walk, or drive home, **please arrange for pick-up as close to the end of the school day as possible**.



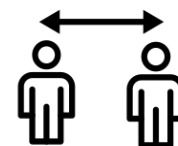
General Information

- At the end of the school day, students will **remain in their classrooms until an administrator dismisses their class over the PA system**.
- This procedure will help students **maintain physical distancing when school lets out** each day.
- Campuses will have **several exits and categories of dismissal**, such as bus riders, walkers, those with vehicles or parent pick up.
- This will allow for a **staggered dismissal**, the minimization of large groups and proper social and physical distancing.
- All students and employees exiting a school building must be **wearing a face mask**.



Procedures for Students

- Students will **keep their face mask on at all times**, including outdoors while they are leaving school property.
- Students must **maintain 6-feet of physical distance** between others.
- Students **cannot group together or congregate** in common areas, while loading the bus, or while waiting to be picked up.



Procedures for Campus Staff

- **All teachers and school staff will monitor and assist with dismissal**, which may include walking their students out of the building, to ensure students do not congregate or assemble after the school day ends.
- Campus administrators will **share duties, locations, and procedures with all staff members**.
- Each campus will **designate an area where students who may be delayed in leaving can wait** for a parent/guardian. This area should be monitored by a staff member and accommodate enough people to ensure social distancing is accomplished.





► MITIGATION: Cleaning and Disinfecting Procedures

Summary of Cleaning and Disinfecting Procedures for Campus and Custodial Staff

Common Touch Points and Teacher Material

- Principals will work with campus custodians to **identify common touch points** throughout the campus, such as doorknobs and door handles, countertops, light switches, and restrooms that will be cleaned throughout the school day.
- Teachers will be **provided with a disinfecting solution for desks and high touch areas** to use throughout the day in their classroom - contingent on purchasing availability.
- Teachers and staff members will **not be required to bring or use their own** cleaning material.
 - To avoid mixing of chemicals, teachers and staff are asked to **contact a campus custodian if cleaning/disinfecting is needed** and avoid the use of other materials.
 - The only cleaning materials that employees will be allowed to bring from home are **disinfectants that are from the recommended CDC brands**. These brands include; Lysol, Clorox, and Oust.
 - Personal disinfectants should only be used on personal items that teachers use such as keyboard, computer mouse, pens/pencils,

Custodial Duties:

Complete information on the cleaning process, products, and application videos have been provided to the school principals and custodial staff. Below is a summary of the tasks custodians will complete at the end of each day.

Offices:

1. Spray disinfectant on all hard surfaces and leave for 10 minutes
2. Spray disinfectant on cloth and wipe computers and keyboards
3. Vacuum, empty trash and general dusting
4. After 10 minutes return, spray and clean with cloth all surfaces to include telephone, computer/keyboards, door knobs, light switches, trash cans, desks, tables, chairs, filing cabinets and shelves
5. Report burned out lights or any needed repairs
6. Secure the office



Classrooms:

1. Spray disinfectant on all hard surfaces and leave for 10 minutes
2. Spray disinfectant on cloth and wipe computers and keyboards
3. Sweep floors, vacuum, damp clean whiteboards, dust windows and blinds, mop or spot-mop, empty trash/pencil sharpeners and general dusting
4. After 10 minutes return, spray and clean with cloth all surfaces to include computer/keyboards, student/teacher chairs, student/teacher desk, tables, filing cabinets, shelves, door knobs and light switches
5. Report burned out lights or any needed repairs
6. Secure the classroom

Restrooms:

1. Spray disinfectant on all hard surfaces to included walls, mirrors, toilets, urinals, partitions, dispensers, hand blowers, trash cans and leave for 10 minutes
2. Proceed to clean the restrooms, once finished (after 10 minutes) return, spray and clean with cloth all surfaces
3. Report burned out lights or needed repairs

Other spaces to include: Gyms, training rooms, weight rooms, laundry rooms, bleachers, locker rooms, concessions, etc.:

1. Spray disinfectant on all hard surfaces to include bleachers, walls, mirrors, toilets, urinals, showers, partitions, dispensers, hand blowers, trash cans and leave for 10 minutes, office furniture and equipment, etc.
2. Proceed to clean the restrooms and shower areas, once finished (after 10 min), spray and clean with cloth all surfaces, door knobs, light switches, office furniture, appliances
3. Report burned out lights or needed repairs



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References Used to Create this Document

- [Texas Education Agency - Public Health Orders](#)
- [City of El Paso Department of Public Health - Guidance for Schools](#)
- [Centers for Disease Control and Prevention, Coronavirus \(COVID-19\)](#)



Appendix A: Safety Protocols for Maintenance, Facilities & Construction, Transportation, and Auxiliary Staff

General Information for Auxiliary Staff

Screening

- All staff will **complete the screening process before entering a district building** which includes a temperature check and answering specific questions (*page 6*).
 - Each supervisor is responsible for communicating the steps and ensuring screening has been completed by all employees each day.
 - Supervisors have the flexibility of choosing an electronic or paper screening form for their staff.



Health & Hygiene

- All staff will follow the health and hygiene practices explained above including the use of **hand-sanitizer and/or washing their hands upon arrival to a district facility and throughout the day** (*page 7*).



Entering a School Building

- If **entering a school building** you will follow all visitor protocols which may include, but is not limited to (*pages 6-9, 16-24*):
 - **Calling ahead or checking in** with the front office staff.
 - Properly wearing a **face covering at all times**.
 - Maintaining **at least 6-feet of social distance** from others.
 - **No socialization or congregation** into groups.
 - Adhering to posted procedures such as the **use of a designated restroom**.
 - Adhering to posted procedures such as **one-way or right-side hallway traffic** or keeping clear of **areas that are marked as do not enter**.





Face Coverings - Auxiliary Staff

Required Use of Face Coverings:

- All staff are **required** to wear a face covering when **entering a district building, moving about a building, and exiting a building.**
- Staff are **required** to wear a face covering **if working with a colleague** on a similar task or while in a **common area.**
- If working outdoors, staff are **required** to wear a face covering if they are in an area where **visitors or staff may walk or frequently commute** which includes building entrances, sidewalk, and parking lots.
 - For example, if a staff member is **working in the front of a school building** near a sidewalk, they must **keep their mask on** because a visitor or employee may be in close proximity.
- Face coverings are **not allowed to be removed.** If the staff member feels they need to **remove their mask for a short period of time**, they may **relocate** to another area described below.



Removal of Face Coverings:

- Staff who are working **independently in an office or driving alone in a district vehicle** may remove their face covering.
- Staff who are working **outdoors may remove their face covering if they are more than 20-30 feet away** from other individuals.
- If the outdoor work area is near a major entrance, sidewalk, or high-traffic area **face coverings must stay on.**
- Staff should have their **face covering readily available**, such as around their neck or in their pocket, to put on in case another individual is approaching or if they need to enter a facility.



Additional Information on Face Coverings:

- For the purposes of this document, masks include non-medical grade disposable face masks or cloth face coverings (**over the nose and mouth**). If wearing a face shield to protect eyes, a mask must be worn under the shield.



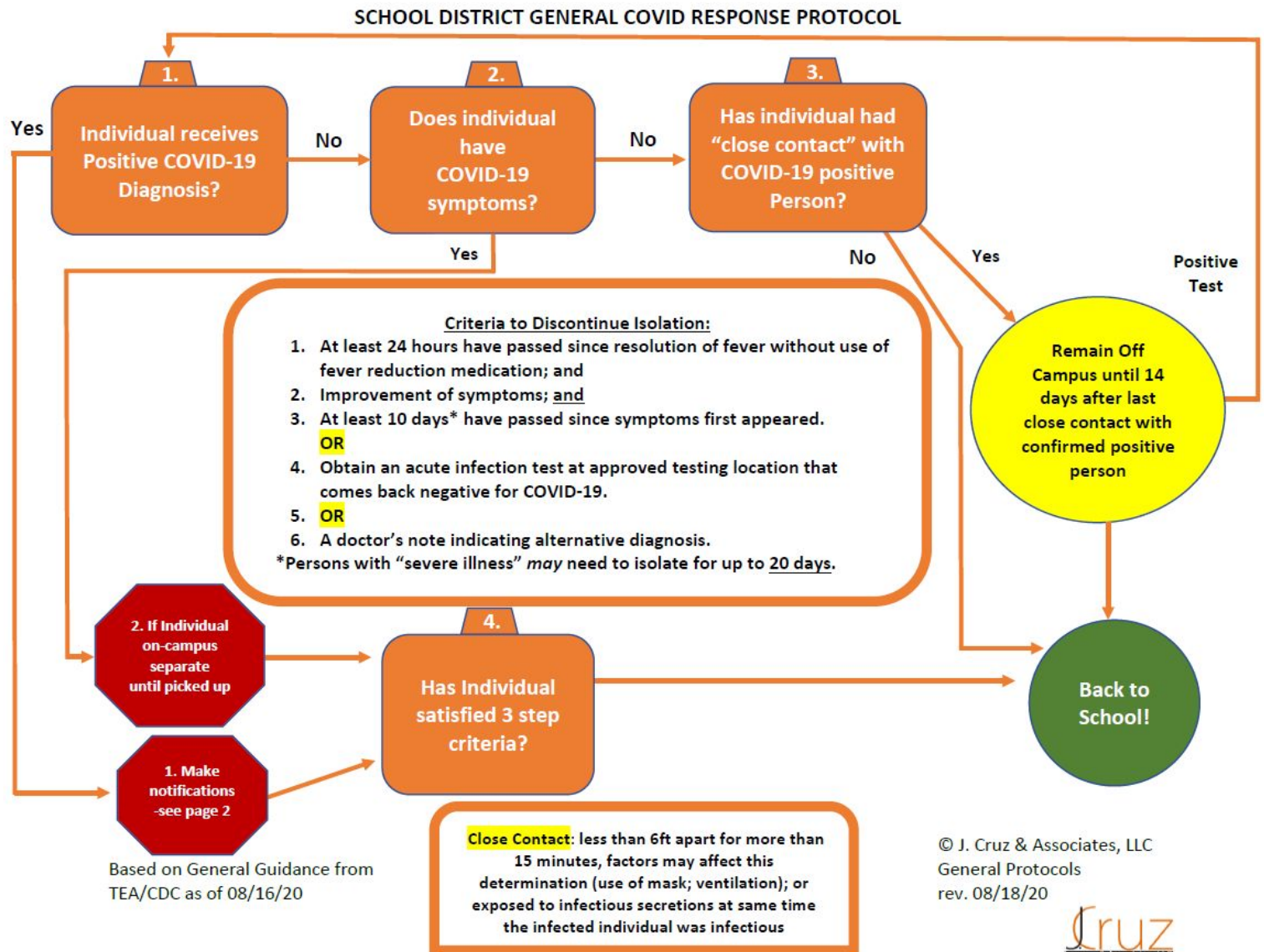
Wear your Face Covering Correctly:

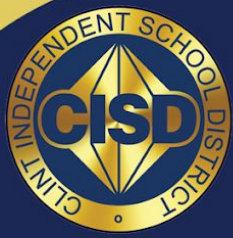
- **Wash your hands** before putting on your face covering
- Put it **over your nose and mouth** and secure it under your chin
- Try to fit it **snugly** against the sides of your face
- Make sure you can **breathe easily**





Appendix B: Quick Look of Response Protocol for Campus Administrators and Supervisors





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SCHOOL DISTRICT GENERAL COVID PROTOCOLS

<p>Individual Tests Positive for COVID-19</p>	<ol style="list-style-type: none"> 1. Identify any persons having “regular or close contact” with the affected person; 2. Contact Health Department; 3. Send out notification letters; 4. Individual must self-isolate until Criteria to Discontinue Isolation is met. <i>Persons with “severe illness” may need to isolate for up to 20 days, per CDC recommendations. “Severe illness” is a medical determination.</i> 5. Implement cleaning measures consistent with TEA/CDC protocols.
<p>Symptomatic Individual With COVID-19 on campus</p>	<ol style="list-style-type: none"> 1. If individual is a student, separate until the student can be picked up by parent/guardian. 2. Follow Criteria to Discontinue Isolation. 3. If Individual tests positive during isolation, follow criteria to end isolation and make appropriate notifications. 4. Clean areas used by individual showing COVID-19 symptoms utilizing cleaning protocols recommended by TEA and CDC.
<p>Individual In Close Contact with COVID-19 affected person or Living With Someone Who has Tested Positive</p>	<p>Individual should self-isolate/quarantine <i>(whether they test positive for COVID-19 or not)</i> until 14 days after last close contact; then screened for COVID-19 symptoms upon return.</p>

Based on General Guidance from TEA/CDC as of 08/16/20

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General Protocols
rev. 08/18/20





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Situation	Action Required
<p>Employee Reporting COVID-19 Symptoms Before Arriving To Work</p>	<ol style="list-style-type: none"> 1. Require employee to complete the daily Employee COVID-19 Screening Questionnaire if they have not done so. 2. Require employee to self-isolate until the employee has met the following criteria; <ol style="list-style-type: none"> a.) at least one day (24 hrs) has passed since recovery (fever free without the use of fever-reducing medication), b.) the employee has improved in symptoms, c.) must obtain a medical professional's note clearing the individual for return based on an alternate diagnosis or submit negative COVID-19 test results stating they are COVID-19 free. <p>HR notification NOT required.</p>
<p>Employee Reporting COVID-19 Symptoms While At Work</p>	<ol style="list-style-type: none"> 1. Immediately isolate the employee. Ask the employee to remain in their classroom and/or office until they leave the facility. 2. Ask the employee if they are able to drive, if so ask the employee to leave directly to their home immediately without stopping or visiting any other areas of the campus. 3. If the employee is unable to drive, contact the employee's emergency contact and have the nurse assess the employee's vital signs. 4. Clean and disinfect the employee's classroom or work area immediately after the employee leaves. DO NOT assign any custodial employee to clean the area while the employee is still present. 5. Require employee to self-isolate until the employee has met the following criteria; <ol style="list-style-type: none"> a.) at least one day (24 hrs) has passed since recovery (fever free without the use of fever-reducing medication), b.) the employee has improved in symptoms, c.) must obtain a medical professional's note clearing the individual for return based on an alternate diagnosis or submits negative COVID-19 test results stating they are COVID-19 free. <p>Notify HR immediately.</p>



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<p>Employee Reporting Testing Positive for COVID-19</p>	<ol style="list-style-type: none">1. Require the employee to quarantine until fully released by the local health department. Do not allow the employee to visit ANY district facility during the quarantine period.2. Identify any whom have had CLOSE CONTACT with the affected person.3. Send out notification letter to employees and students.4. Immediately close any areas that the affected employee worked in and clean and disinfect areas as soon as possible.5. Persons identified as having CLOSE CONTACT with the affected person must;<ol style="list-style-type: none">a.) undergo testing for COVID-19,b.) quarantine for 14 days / can continue to work from home,c.) require the employee to submit negative COVID-19 test results stating they are COVID-19 free prior to returning to work.6. Affected employee must submit a release/clearance letter to the HR department stating they have been cleared by the local health department prior to returning to work. <p>Notify HR immediately.</p>
<p>Employee Waiting For COVID-19 Test Results</p>	<ol style="list-style-type: none">1. The employee must self-isolate and remain home if employee reports testing for COVID-19 while;<ol style="list-style-type: none">a.) having COVID-19 symptoms,b.) being exposed or having close contact with an individual who is lab-confirmed positive,c.) living with someone who is lab-confirmed positive for COVID-19. <p>Notify HR immediately.</p> <p><i>**If the employee tested for COVID-19 WITHOUT having symptoms, reporting NO exposure, close contact or living with a person who is lab-confirmed positive for COVID-19, the employee can continue to go to work. HR notification NOT required.**</i></p>
<p>Employee Reporting Living w/ Someone Who is Lab-Confirmed Positive w/ COVID-19 or Symptoms</p>	<ol style="list-style-type: none">1. Require the employee to self-isolate and stay home for 14 days/ can continue to work from home.2. Require the employee to submit negative COVID-19 test results stating they are COVID-19 free and/or submit Health Department clearance prior to returning to work. <p>Notify HR immediately.</p>

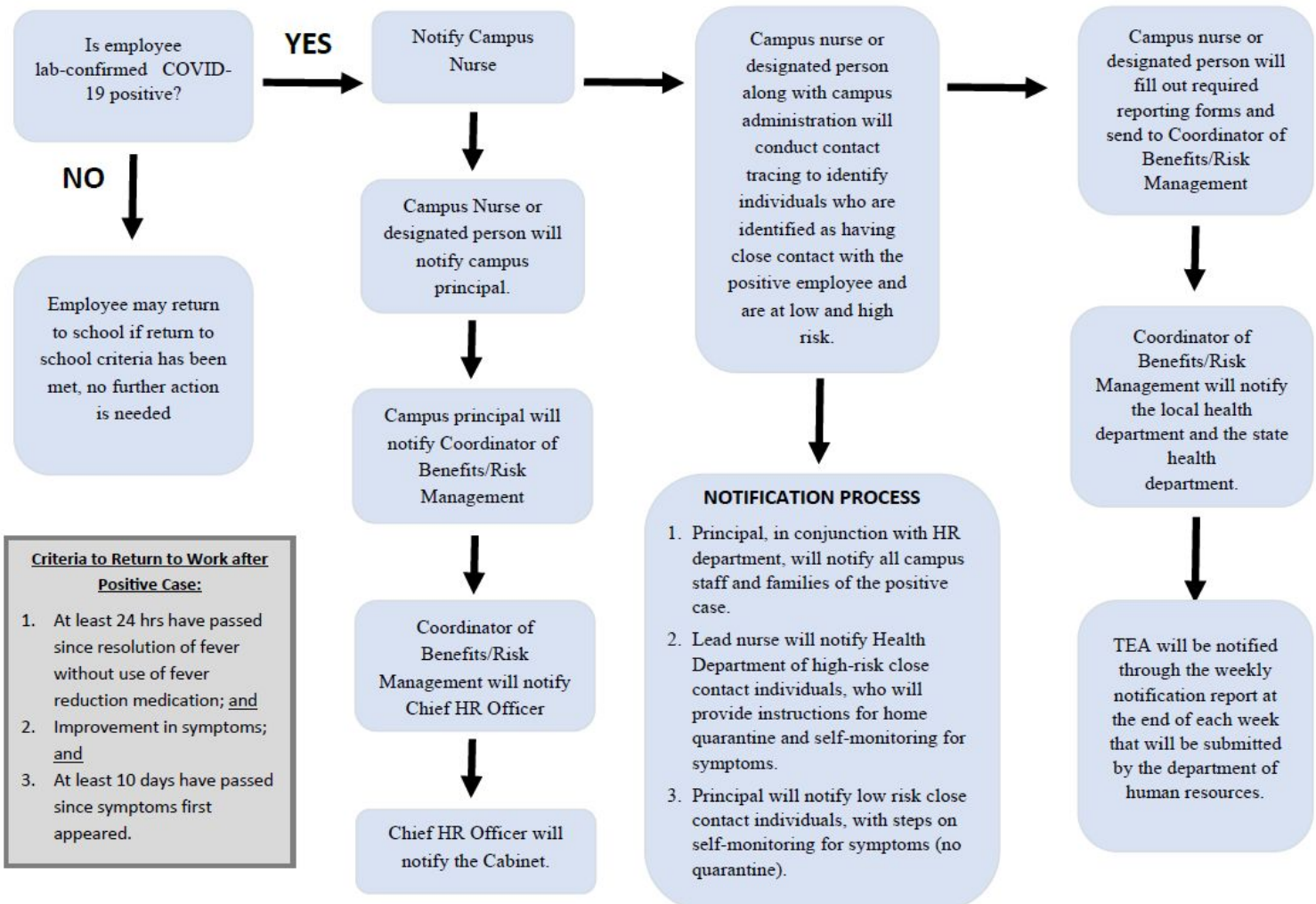


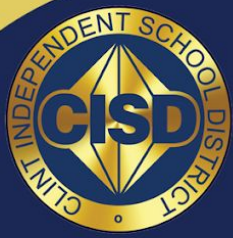
Appendix C: Notification Process for a School Employee Positive COVID-19 Case

View full page of **employee** positive case notification [here](#).



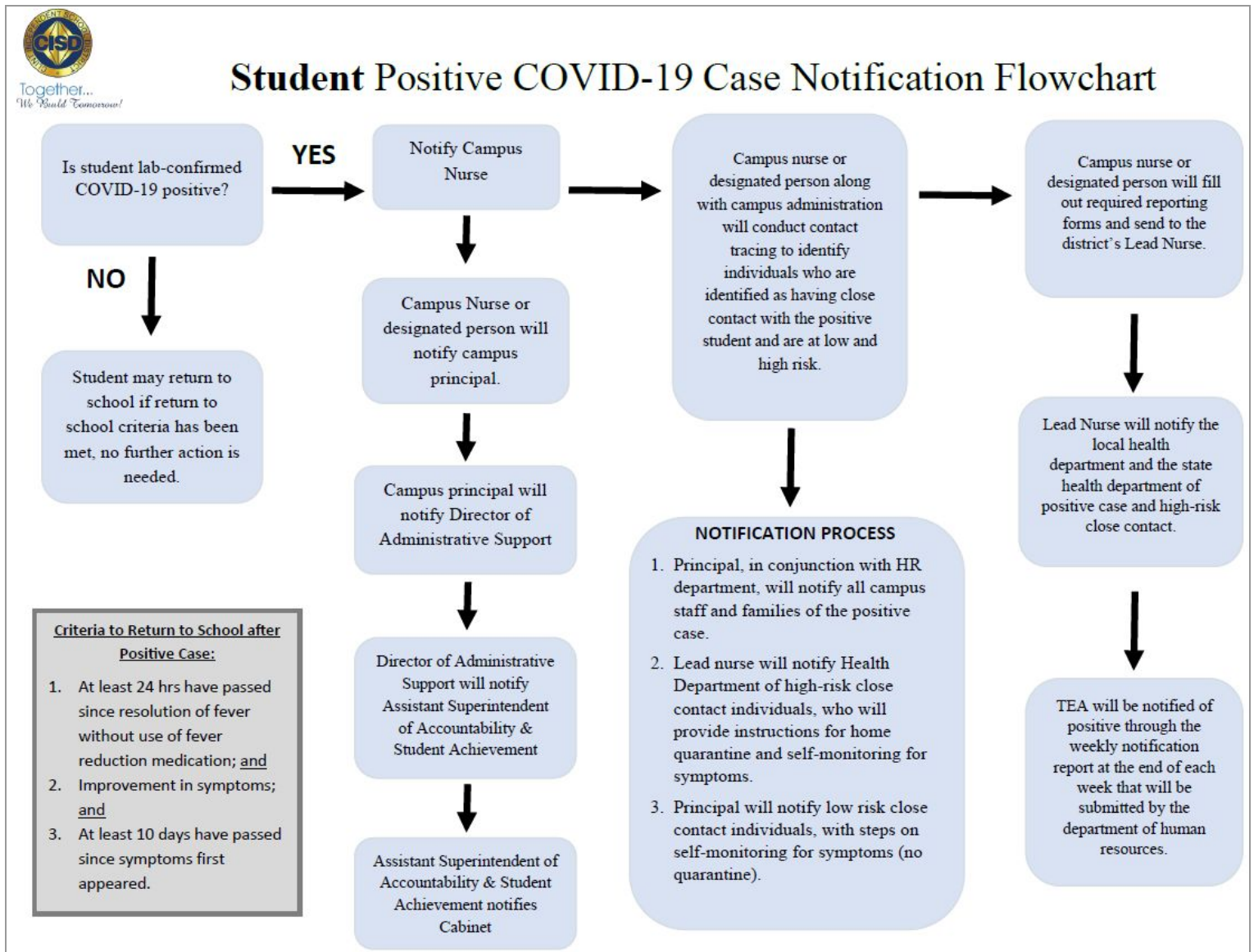
Employee Positive COVID-19 Case Notification Flowchart





Appendix C: Notification Process for a Student Positive COVID-19 Case

View full page of student positive case notification [here](#).





Appendix D: Athletic Facilities, and Procedures - As of August 27, 2020

Access the document on the Clint ISD website or by clicking the following link:

- Athletics Facilities and Procedures: <https://bit.ly/2FsQELO>

Secondary Athletics

- Athletics will follow safety guidelines provided from **UIL and TEA**.
- Athletes on the I-LEARN@School model may participate in **daily athletic class during school as well as before or after school practice** utilizing existing facilities.
- Students who choose **I-LEARN@Home (virtual instruction)**:
 - If students choose to stay home for virtual instruction, they **will be allowed to report to school for the beginning/end of day athletic period and before/after school practices and activities**.
 - Students will only **report to school for the athletic period if it is part of their assigned schedule**. Students must **remain at home for the entire class period before/after their athletic class**.
 - This only applies to **1st period athletic classes that follow a morning practice**. Or an **end of day, 8th period, class that has an afternoon practice after it**. **Students would not be able to report to classes scheduled in the middle of the day**.
 - Example: Student has 8th period athletics and 7th period physics. The student will remain at home for the entire 7th period, until the physics class is complete. Once the class period is complete, they may report to the school for their 8th period class and stay for after school practice. It is expected and understood that students may show up late to the athletic period.
 - The same example is true if the student has a morning practice and 1st period athletics class. They must be at home and ready to participate in their 2nd period class in time, which means the student will have to leave the school early enough to make it home on time.
 - **Transportation will not be available** for students who are on the I-LEARN@Home path, other than the evening activities bus to take students home.
- View the detailed athletics practice and events plan here: [Athletic Procedures](#)





Appendix E: Fine Arts Reopening Guidelines - As of September 4, 2020

Access the documents on the Clint ISD website or by clicking here:

- Clint ISD Fine Arts Reopening Guidelines: <https://bit.ly/2ZscG8u>
- CISD Fine Arts Practice Guidelines: <https://bit.ly/3bNvvb8>

Secondary Fine Arts

- Fine Arts will follow safety guidelines provided from **UIL and TEA**.
- Fine arts students on the I-LEARN@School model may participate in **daily fine arts classes during school as well as before or after school practice** utilizing existing facilities.
- Students who choose **I-LEARN@Home (virtual instruction)**:
 - If students choose to stay home for virtual instruction, they **will be allowed to remain at school for their first period fine arts period after morning practices**.
 - **This only applies to 1st period fine arts classes that follow a morning practice.**
 - **CHS: Marching Band 1st Period.**
 - **HHS: Wind Ensemble 1st Period**
 - **MVHS: Percussion 1st period**
 - **Students would not be able to report to classes scheduled in the middle of the day.**
 - Example: Student has 1st period band and 2nd period geometry. The student can attend morning practice and stay for the majority of 1st period band. The student must be at home and ready to participate in virtual instruction for 2nd period geometry. It is expected that the student will be on time to the next class and cannot be late because of fine arts class.
 - **Transportation will not be available** for students who are on the I-LEARN@Home path, other than the evening activities bus to take students home.
- View the detailed Fine Arts Plan here: [Reopening Guidelines](#) & [Practice Guidelines](#)





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It is the policy of Clint ISD not to discriminate on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by

Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

For information about your rights or grievance procedures, contact the district's Title IX Coordinator, Chief Human Resources Officer, at 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000 and/or Section 504 Coordinator at 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000.

Notificación Pública de Prácticas No-Discriminatorias

Es la póliza de el Distrito Independiente de Clint no discriminar por motivos de raza, color, religión, sexo, género, origen nacional, impedimento físico, edad ó cualquier otro motivo en sus prácticas de empleo tal como lo prohíbe el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Assistant Superintendent for Personnel Services, en 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000 y/o el Coordinador de la Sección 504, en 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000.

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