

## SAFETY INTRODUCTION

North East ISD is committed to providing rigorous, TEKS-based instruction to all students whether they attend school in-person or select a virtual instructional setting for the 2020-2021 school year. As it has always been, the health and safety of NEISD students and staff remain our highest priority. Our traditional classrooms will look very different when we return this fall. We will implement safety guidelines and practices that help protect our students, teachers, staff, and community. While it is not possible to eliminate all risk of furthering the spread of COVID-19, this guidance document contains information on practices that minimize the likelihood of viral spread. These protocols and guidelines will be modified based on public health and governmental directives and advancing scientific knowledge on the transmissibility of COVID-19. We also believe that educating our students about proper hygiene techniques and necessary safety measures to prevent the spread will not only keep them safe, but will also keep their respective families safe. **Circumstances may dictate the need to update/modify these protocols. There may also be additional guidance provided by your child's principal.**

## FACE-TO-FACE/IN-PERSON INSTRUCTION CONSIDERATIONS

The District budgeted for the necessary cleaning and sanitization supplies that will be needed to open schools. The Texas Education Agency (TEA) also provided additional supplies to school districts. All classrooms and entrances will be equipped with hand sanitizer. Bathrooms will be stocked with soap and paper towels. To meet the safety protocols of schools, cleaning products must not be brought from home. However, personal-size (2 oz. or less) hand sanitizer is permitted. During the first week of in-person school, all students will receive instruction on appropriate hygiene practices and mitigation strategies will be reinforced throughout the school year. We are certain our students will embrace doing their part to keep their home and school families safe. For those families choosing in-person instruction, students will attend school and follow safety, sanitation and social distancing expectations. It will take all of us working together to provide a safe environment for schools to open and remain open.

## SAFETY GUIDELINES FOR IN-PERSON INSTRUCTIONAL SETTINGS

<b>STUDENT SELF-SCREENING</b>	<ul style="list-style-type: none"><li>• Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school by checking for the following:<ul style="list-style-type: none"><li>○ Cough</li><li>○ Sore Throat</li><li>○ Shortness of breath</li><li>○ Loss of taste or smell</li><li>○ Chills</li><li>○ Diarrhea</li><li>○ Repeated shaking with chills</li><li>○ Feeling feverish or temperature greater than or equal to 100° F</li><li>○ Muscle pain</li><li>○ Headache</li><li>○ Known close contact in the last 14 days with a person who has COVID-19</li></ul></li><li>• We need parents' cooperation in not sending children to school who are exhibiting COVID-19 symptoms, especially if they are running a fever.</li></ul>
<b>DAILY CLEANING PRACTICES</b>	<ul style="list-style-type: none"><li>• Classrooms and restrooms will be disinfected throughout the day.</li><li>• High-touch areas will be disinfected throughout the day as custodial staff travel from point to point through the campus.</li><li>• Disinfectant spray will be provided in each classroom.</li><li>• Staff will have access to disinfectant to sanitize working surfaces and shared objects after each use and during breaks in instruction.</li><li>• All campuses will have a minimum of one electrostatic applicator to provide rapid disinfection.</li></ul>
<b>FACE COVERINGS</b>	<p>Schools are expected to comply with the <a href="#">Governor's Executive Order</a> for wearing face coverings over the nose and mouth. This applies to any person 10 years of age and older. In addition, students of all ages will be required to wear some type of face covering, except when participating in activities that cannot be conducted with a face covering on. Examples of this would be during lunch breaks or physical activity outdoors.</p> <ul style="list-style-type: none"><li>• All students are required to wear face coverings when riding the bus and during the school day. Neck sleeves/gaiters, bandanas, scarves, mesh masks or face coverings with an exhalation valve are not permitted indoors.</li><li>• Students should provide their own personal face coverings and periodically wash/clean them as they become soiled.</li><li>• Students will need to wear face coverings any time they leave their classrooms, such as when going to the restroom and any time in transition.</li><li>• Face shields are permitted, but must be worn along with a face covering.</li></ul>

- The District will provide a face covering for students who need them.
- All adults are required to wear face coverings when in the building, classroom and/or office with others. During classroom monitoring and circulations, face coverings are required. The District will provide personal protective equipment (PPE) for staff members.

**ARRIVAL  
DISMISSAL  
PASSING PERIODS**

**ARRIVAL**

- Avoid early drop-offs in the morning.
- Students will arrive by walk-up, car drop-off or school bus, but parents/guardians will not be able to leave their cars.
- Parents/guardians/visitors will not be permitted to walk students to classrooms. Campus staff will be available for students needing an escort.
- Alcohol-based hand sanitizer will be available at the main entrance to the campus, in classrooms, in the cafeteria and in common areas throughout the campus. Students will sanitize their hands before entering the building.

**DISMISSAL**

- Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.
- Parents should remain in their vehicles while waiting for their child(ren).

**PASSING PERIODS**

- Due to varying campus floor plans, school administrators will develop specific plans to minimize student interaction during passing periods. This could include staggering class release times, creating alternate hallway traffic patterns, etc.

**CAFETERIA:  
BREAKFAST  
AND LUNCH**

Depending on the number of students in the school, students may have meals in designated areas other than the cafeteria so safety protocols can be maintained.

- Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat.
- Signage and staff will reinforce physical distance and traffic patterns in cafeteria.
- Students will wear face coverings while waiting in line and labels will show where students should stand and sit.
- Hand sanitizer stations will be at entrances and exits of cafeteria.
- Every campus will devise lunch schedules and formats, including outside areas that allow students to eat safely apart from each other.
- Students should sit in a “zig-zag” pattern.



	<ul style="list-style-type: none"> <li>• Meals will be rung up using a verbal identifier or scanning a barcode at the register. Students will not use the pin pad to enter their identification number.</li> <li>• Guest visitors to the cafeteria may be limited by the campus principal so that safety protocols can be observed.</li> <li>• Custodial Services will disinfect cafeteria tables between student groups or classes.</li> <li>• Breakfast will be “grab and go.” Students will either eat in the classroom if supervision is available, or students will be in the cafeteria with on-site supervision.</li> <li>• Students will be provided hand sanitizer after they eat.</li> </ul>
<p><b>CLASSROOM PROCEDURES</b></p>	<p>Teachers will monitor students throughout the day and refer to the nurse if symptoms are present.</p> <p>Classrooms will have:</p> <ul style="list-style-type: none"> <li>• Visual reminders of distancing requirements, marking off areas for common spaces and distancing best practices.</li> <li>• Refillable alcohol-based hand sanitizer stations.</li> <li>• Access to disinfectants to sanitize working surfaces.</li> </ul> <p>Teachers will:</p> <ul style="list-style-type: none"> <li>• Require hand hygiene before entering the classroom and after group activities.</li> <li>• Increase the space between desks and utilize every square inch of available space to create distance between students.</li> <li>• Incorporate outdoor teaching when appropriate.</li> <li>• Keep classroom doors open when possible to improve circulation and reduce the touching of door handles.</li> <li>• Have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly.</li> <li>• Limit the use of shared supplies when possible; shared supplies will be sanitized each time they are used.</li> </ul>
<p><b>COMMON AREAS AND TRANSITIONS</b></p>	<ul style="list-style-type: none"> <li>• Students and staff will wear protective face coverings.</li> <li>• Staggered releases from each class may be organized to limit the number of students in the hallway during transitions.</li> <li>• When transitioning between classes, students will travel corridors as far to the right as possible.</li> <li>• Elementary schools will minimize student travel by having teachers rotate into classrooms whenever possible.</li> </ul>

	<ul style="list-style-type: none"> <li>• Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.</li> <li>• Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.</li> <li>• Where possible, one-way traffic throughout campus corridors may be established.</li> <li>• Classroom doors may be propped open to reduce high-touch areas.</li> <li>• Access to hand sanitizer will be provided throughout the campus.</li> </ul>
<p><b>ISOLATION PROTOCOLS</b></p>	<p><b>Student or Staff Displaying COVID-19 Symptoms</b></p> <ul style="list-style-type: none"> <li>• When a student has displayed symptoms of COVID-19 or his/her temperature is 100° F or higher, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.</li> <li>• Schools will immediately separate any student who shows COVID-19 symptoms and isolate him/her in the nurse’s office until the student can be picked up by a parent/guardian or designated emergency contact(s).</li> <li>• Student should be picked up within 30 minutes from the time the campus contacted the parent/guardian.</li> <li>• Classmates will be removed from the affected classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be properly disinfected.</li> <li>• Staff members displaying COVID-19 symptoms will also isolate from students and other staff members.</li> </ul>
<p><b>DECISION POINTS ON WHEN TO CLOSE A CLASSROOM AND/OR BUILDING</b></p>	<p><b>Classroom</b></p> <ul style="list-style-type: none"> <li>• Schools will clean the classroom and other areas used by the individual who shows COVID-19 symptoms while at school (student, teacher or staff) as soon as possible.</li> <li>• Schools must close off areas that are heavily used by the individual with a lab-confirmed COVID-19 case (student, teacher or staff) until the non-porous surfaces in those areas can be disinfected, unless more than three days have passed since that person was on campus.</li> <li>• Micro-closures may be necessary. Campuses will be closed up to five school days on an as-needed basis with guidance from local health officials.</li> </ul>
<p><b>COMMUNICATION/ PARENT NOTIFICATION</b></p>	<ul style="list-style-type: none"> <li>• In the event your child and his/her classmates are removed so that disinfecting can occur in their classroom, written notification will be sent to keep you informed.</li> <li>• Local health authorities and NEISD Health Services will be contacted when a staff or student is diagnosed with a positive COVID-19 test.</li> <li>• Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all employees, students and families in a school if a lab-confirmed</li> </ul>

	<p>COVID-19 case is identified on their campus. Anyone who had direct contact with the affected individual will receive individual notification.</p> <ul style="list-style-type: none"> <li>• Due to privacy requirements, we will not identify any individual who tests positive for COVID-19.</li> </ul>
<p><b>EXTRA-CURRICULAR AND ATHLETICS</b></p>	<ul style="list-style-type: none"> <li>• All extracurricular and athletic events will follow participation guidelines set by the UIL (University Interscholastic League).</li> <li>• Athletic practices and contests will be conducted following safety protocol and guidance provided by NEISD, UIL and TEA. This will include COVID-19 screenings, group sizes, sharing and sanitizing of equipment, locker room usage, etc.</li> <li>• Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis.</li> <li>• Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.</li> <li>• Bus travel will follow the transportation guidelines provided by NEISD and TEA.</li> <li>• Spectator attendance at games and contests may be limited based on TEA and UIL guidelines. Ticketing for events may be utilized to control the capacity of facilities.</li> <li>• Postgame sign-out procedures for athletes will be communicated to parents prior to the beginning of each season.</li> <li>• Event procedures will be in place to minimize face-to-face interactions.</li> <li>• Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.</li> <li>• Spectator seats may be marked and/or configured in a way to enforce social distancing.</li> <li>• Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.</li> </ul>
<p><b>FINE ARTS</b></p>	<ul style="list-style-type: none"> <li>• Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., NEISD, TEA, UIL, etc.)</li> <li>• Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., NEISD, TEA, UIL, etc.).</li> <li>• Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., NEISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees and the orientation of concerts.</li> <li>• Fine arts performances may be streamed online when possible.</li> <li>• Booster club meetings should be held virtually to minimize outside exposure to campuses.</li> </ul>
<p><b>PARENT MEETINGS</b></p>	<ul style="list-style-type: none"> <li>• ARD meetings, 504 meetings, discipline conferences, parent conferences, PTA meetings, etc. will be held virtually to the extent possible.</li> </ul>

<p><b>RECESS</b></p>	<ul style="list-style-type: none"> <li>● We will be working on schedules and routines that teach children to maintain safe distances from each other.</li> <li>● Children will sanitize their hands at the end of recess.</li> <li>● Class groups will be assigned to specific sections of the play area to minimize interaction between students in different classes.</li> </ul>
<p><b>RESPONSE TO EMPLOYEES DIAGNOSED WITH COVID-19</b></p>	<p>An employee who has close contact with an individual diagnosed with COVID-19 will be required to quarantine for 14 days from the date they last had contact with that individual. A negative COVID-19 test does not decrease the length of quarantine required. “Close contact” may be understood as 15 minutes or more spent within six feet of an individual who has tested positive for COVID-19 while one or both people was not wearing a face covering, or direct contact with fluids from the nose or mouth of an individual who has tested positive for COVID-19. To prevent this mandatory quarantine, the use of cloth face coverings and social distancing is required of all NEISD employees.</p> <p>An employee diagnosed with COVID-19 who has been asymptomatic (without symptoms) may return to work when:</p> <ul style="list-style-type: none"> <li>● At least 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms.</li> <li>● If symptoms develop, the employee would then follow the guidelines for returning to work based on the improvement of symptoms, as described above.</li> <li>● If the employee has symptoms which could be COVID-19, they must obtain a medical professional’s note clearing the individual for return to work based on an alternative diagnosis OR produce a negative COVID-19 test result.</li> </ul>
<p><b>STAFF EXPECTATIONS</b></p>	<p>All employees reporting to work will be required to self-screen prior to arriving at the workplace for any of the following new or worsening signs or symptoms which may be COVID-19, in a way that is not normal for them:</p> <ul style="list-style-type: none"> <li>● Cough</li> <li>● Sore Throat</li> <li>● Shortness of breath</li> <li>● Loss of taste or smell</li> <li>● Chills</li> <li>● Diarrhea</li> <li>● Nausea or vomiting</li> <li>● Repeated shaking with chills</li> <li>● Feeling feverish or temperature greater than or equal to 100.0° F</li> <li>● Muscle or body aches</li> <li>● Headache</li> <li>● Fatigue</li> <li>● Known close contact in the last 14 days with a person who is diagnosed with COVID-19 or is displaying symptoms.</li> </ul>



<p><b>TRANSPORTATION</b></p>	<ul style="list-style-type: none"> <li>● Whenever possible, parents are encouraged to provide their own transportation to and from school.</li> <li>● Parents will screen children daily before allowing them to board the bus.</li> <li>● All students must wear face coverings while on the school bus.</li> <li>● As students enter the bus, they will use hand sanitizer located inside the bus.</li> <li>● Students will have assigned seating; social distancing will be applied when possible. Siblings will be seated together.</li> </ul>
<p><b>VISITORS</b></p>	<ul style="list-style-type: none"> <li>● Campuses may limit the number of visitors on campus.</li> <li>● Before visitors are allowed on campuses, visitors will be screened to determine if they have fever or COVID-19 symptoms. If they are lab-confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry as noted below.</li> <li>● In the case of an individual who was diagnosed with COVID-19, the individual may return/enter school when all three of the following criteria are met:             <ol style="list-style-type: none"> <li>1. At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications);</li> <li>2. The individual has improvement in symptoms (e.g., cough, shortness of breath); and</li> <li>3. At least 10 days have passed since symptoms first appeared. If the individual never experienced symptoms, at least 10 days have passed since the date of COVID-19 testing.</li> </ol> </li> <li>● Additionally, visitors must be screened to determine if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed. When practical, screening questions could be supplemented with temperature checks of adults.</li> <li>● PTA members may access the building after hours, but not during instructional time.</li> </ul>
<p><b>WATER</b></p>	<ul style="list-style-type: none"> <li>● Students will need to bring water bottles (reusable or disposable) and clearly write their names on the outside of them.</li> <li>● Students may use water fountains to fill their water bottles at school, but they should not use them for drinking (to prevent touching the surfaces).</li> </ul>