

HARDIN INDEPENDENT SCHOOL DISTRICT

**RECONNECT SAFELY
RETURN STRONG**

IN RESPONSE TO COVID-19



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EXECUTIVE SUMMARY

- **School will start virtually on August 13th.** Students will be allowed to return to school face-to-face September 1, 2020.
- **Hardin ISD will offer families two options for the upcoming school year: face-to-face classroom learning or virtual remote at-home learning.**
 - The face-to-face option will include the appropriate mandated health protocols. It is our goal for the face-to-face option to follow as traditional a schedule as possible.
 - The virtual remote option will follow the asynchronous model as defined by TEA. The remote model will include teacher-led instruction, teacher-student engagement opportunities, and required daily check-ins/progress for attendance purposes.
 - Instruction for both options will address the same Texas Essential Knowledge and Skills (TEKS).
- **In-person operations will look different.** Hardin ISD's goal will be for our day to look and feel as normal as possible, but there will be noticeable changes.
 - All students in grades 3-12 and school personnel will be required to wear a mask.
 - Teachers and staff will be required to self-screen each day when reporting to each campus.
 - Parents must ensure they do not send a child to school if they have COVID-19 symptoms.
 - Only essential visitors will be allowed to enter school buildings and will be required to participate in a health screening and to wear a mask.

We all know that our families have varying levels of comfort about sending their children back to school this fall. No matter which instructional option works best for your family, please know that our educators are excited to work with your children and support them in their learning journey next year.

Please also know how much we appreciate your patience, flexibility, and resilience, as this situation has evolved since early March. We are incredibly proud of how our community has come together and is working to keep our students learning and the school district running during this uncertain time. We look forward to making the 2020-2021 school year a continuation of the excellence you have come to expect.

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The conditions surrounding the COVID-19 pandemic are continually evolving, and Hardin ISD's Safety plans will be constantly evaluated to adapt to the continuing trends of the COVID-19 virus, especially in the district and Liberty County.

Please know that Hardin ISD will follow recommendations for school opening and operation from the Centers for Disease Control (CDC), as well as state and local health officials. Circumstances related to COVID-19 may change throughout the coming school year, and this document will be updated as conditions change.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our students, teachers, and staff the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES PER TEA
3. SUPPORT FOR FAMILIES

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> ● Supplies, equipment ● Prepare detailed work schedule for phases ● Prepare building and transportation for reopen with thorough cleaning
Phase 1	June	<ul style="list-style-type: none"> ● Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> ● Expand use of school based on recommendations and data from CDC, TEA, UIL, Texas Governor, and applicable state and local agencies
Phase 3	August	<ul style="list-style-type: none"> ● Open school ● Expand full operation based on recommendations and data from CDC, TEA, Texas Governor, and applicable local and state agencies ● Determine what restrictions/guidelines stay in place

HARDIN ISD Timeline for Opening School

May 14, 2020

District- wide meeting for campus and district administration to review Research, CDC and TEA Guidelines, and begin making plans for "Traditional" and "Online" learning.

May 28, 2020

TEA updates Instructional Continuity Framework

June 10, 2020

District leadership continues to monitor guidance from TEA, CDC, and local information regarding the pandemic. District leadership continues to collaborate with local districts about plans for graduation and school in the Fall.

July 7, 2020

TEA and Commissioner announce Public Health and Return to School Planning Guidance Documents.

July 9, 2020

District- wide planning meeting to finalize plans for the 2020-2021 school year reopening.

Week of July 13, 2020

Parent Survey regarding school for 2020-2021

July 16, 2020

District- wide planning meeting to present plans to school board for the 2020-2021 school year reopening.

Late July 2020

Hardin ISD will share information about return to school plan with parents and community.

August 13, 2020

First Day of School 2020-2021

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE AND STUDENT SAFETY

COVID-19 DISTRICT LIAISON CONTACT

It is recommended by TEA to designate a person or group as a point of contact for all COVID-19 related concerns or questions. HISD COVID-19 District Liaison:

Name: Kimberly Citizen

Title: District Nurse

Phone: 936-298-2114 Ext 505

Email: kcitizen@hardinisd.net

SAFETY MEASURES

COVID-19 can infect people of all ages. Hardin ISD is doing everything possible to keep our students and staff safe. Using recommendations from the Centers for Disease Control (CDC), the Texas Education Agency, the following prevention strategies will be implemented in all Hardin ISD facilities.

INFECTION CONTROL MEASURES

- Respiratory droplets from infected individuals, even from those who show no symptoms or have yet to show symptoms, are the main route the COVID-19 virus is transmitted between people. Droplets can come from coughing, sneezing, talking or just breathing. Masks are a first line of defense, and they can help prevent these droplets from dispersing and lingering in the air. It only takes one person in a classroom to infect others, and the use of a facemask or face shield can help prevent the spread of the virus to our students, staff, and families.
 - Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth) i.e. gaiters, (Messages on facemasks must align to dress code standards.) Bandanas will NOT be permitted. Face coverings not listed must be approved by campus administration.
 - Full-face shields may be used in place of a mask to protect eyes, nose and mouth whenever a mask is not feasible or whenever the education context may benefit from the ability to see an individual's full face.
 - All students (grades 3-12), employees, and visitors will be required to wear face masks or face shields unless:
 - they are alone in a classroom/office,
 - they have a medical condition or disability that prevents wearing a face covering (with documentation from their doctor

- with expiration date that they can resume wearing mask),
 - they are consuming food or drink, or
 - They are exercising outdoors or engaging in physical activity outdoors and maintaining a safe distance from other people not in the same household.
- Students, employees and visitors will be expected to wear face masks (inside the building, outside the building and on school buses) when they are in close proximity and when physical distancing cannot be accomplished.
- Any student that refuses or fails to abide by the District's face covering policy shall be sent home and required to participate in remote instruction.
- Schools will abide by any and all of the Governor's Executive Orders regarding face coverings.
- If the Governor's Executive Order ceases, students and staff will be highly encouraged to wear face coverings when they cannot maintain social distance as well as in hallways and common areas and during arrival and dismissal.
 - Please note that if the number of cases in the district or county and other data points increase past a certain threshold, regardless of a Governor's Executive Order, face coverings may be required in the future by the district.
 - Students taking Dual Credit courses from Lee College will follow all safety guidelines provided by Lee College.
- Social distancing of at least 6 feet will be encouraged at all times during the instructional day.
 - It is important to note that under the current TEA guidelines (of offering in-person school every day to every student), that social distancing may not be possible due to the square footage in our classrooms or campuses with most students attending daily.)
 - Field trips, assemblies, and other large gatherings may not be planned until school returns to normal standards.
- Water fountains will be available for filling of water containers only.
- Students and staff will maintain social distancing in restrooms where possible
*See note above about the feasibility of this with all/most students attending school.
- Students and staff are encouraged to provide their own personal protective equipment (PPE) (i.e. face mask, gaiter). PPE will be provided as needed to staff and students.
- Hand sanitizer will be available in each classroom, entrances, and throughout common spaces.
- Staff and students will be expected to regularly wash or sanitize hands.
- Students will have instruction on effective hand-washing. Elementary students will wash hands or use hand sanitizer before eating, following restroom breaks and after recess. All secondary students will be encouraged to wash their hands or use hand sanitizer regularly.
- Students and staff will be encouraged to cover coughs and sneezes with a tissue,

and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

VISITOR RESTRICTIONS

HISD will not allow normal visitation to our campuses until reopen date- August 13, 2020. First day of face-to-face instruction will be September 1, 2020. Only HISD staff are allowed on campus during preparation for reopen. All visitors to any campus of HISD must be screened for COVID-19 symptoms. All visitors are required to wear masks on all campuses.

TRAVEL RESTRICTIONS

HISD will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the appropriate administration office and the office of the Superintendent. HISD will also limit or discontinue Student Field Trips until COVID-19 and safety protocols are lifted throughout the state.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- In evaluating whether an individual has symptoms consistent with COVID-19, individuals will be asked if they have recently begun experiencing any of the following symptoms **in a way that is not normal for them:**
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Loss of taste or smell
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Headache
 - Sore throat
 - Chills / Shaking or exaggerated shivering
 - Unexplained congestion or runny nose
 - Significant muscle pain or ache
 - Nausea or vomiting
 - Diarrhea

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

ISOLATION PROCEDURE RELATED TO COVID-19

- If a student or staff member has displayed symptoms of COVID-19 during the school day, the school nurse will provide a clinical assessment to determine if and when a student/staff needs to be sent home.
- If a student or staff member is assessed and exhibits symptoms of COVID-19 during the school day, the student's class will be located to an alternate area while the room is being disinfected.
- Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications)
 - The individual has improvement in symptoms (e.g., cough, shortness of breath)
 - At least ten days have passed since symptoms first appeared.
- In the case of an individual that is asymptomatic but has received a positive COVID-19 test result, the individual may not return to the campus until ten days have passed since a positive test.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test (at a physician's office, approved testing location, or other site) that comes back negative for COVID-19.
- If the individual has tested positive for COVID-19 and believes the test was a fake positive, and wants to return to school before completing the above stay at home period, the individual must either (a) obtain an medical professional's note clearing the individual for return based on an alternative diagnosis, or (b) obtain two PCR acute infection tests (at physician's office, approved testing location, or other site) at least 24 hours apart that come back negative for COVID-19.
- District communication will be provided to the staff and students who may have come in contact with anyone who tests positive for COVID-19.
- HARDIN ISD will immediately sanitize all areas that had exposure from someone who tested positive. In the event that this cannot be done before the start of the next school day, HARDIN ISD may need to close for a day to complete this process if relocating students is not an option.
- Any student requiring quarantine will transition to Virtual Learning for the time period

CLINIC PROCEDURES RELATED TO COVID-19

- Students or staff who present with symptoms at school will be evaluated and assessed by the school nurse.
- If COVID-19 symptoms are present: staff member will be sent home, and student will be isolated from other students and asked to put on a face covering until parent arrives.
- Parents will be required to pick up their child 30 minutes to 1 hour after being called.
- Nurse will notify campus administrator to move the student's class so that the space can be disinfected.
- Nurse will provide parent/staff with Return to School Criteria.
- Contact tracing for lab-confirmed cases of COVID-19 will be conducted by local health department if needed.

DEFINITION OF "CLOSE CONTACT"

- This document refers to "close contact" with an individual who is test-confirmed to have COVID-19.
- **Contact is 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 while not wearing a mask or face shield); or
 - b. being within 6 feet for a total of approximately 15 minutes throughout the course of a day; 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 symptomology 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 lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming test and continuing for 10 days following the confirming test.

CLOSE CONTACT ISOLATION

- As of December 2, 2020, the CDC amended their guidance to allow two shorter options for the stay at-home period. Based on current CDC guidance, the stay-at-home period can end for individuals experiencing no symptoms:
 - On Day 10 after close contact exposure without testing,
 - On Day 7 after close contact exposure and after receiving a negative test result.
- If individuals return to school from these shorter stay-at-home windows, they should regularly monitor themselves for symptoms to ensure they remain symptom-free and take appropriate precautions (e.g., more consistent mask usage) for the duration of the 14-day incubation period.

- Finally, the CDC has also advised that critical infrastructure services—which includes schools—may permit close contact staff members who are asymptomatic to continue to work when it is necessary to preserve school operations. Staff who are deemed close contact by the Nurse will need follow the Nurse’s instructions for monitoring during their 14 days.
- Taking into account all of the above, school systems may apply any of the following stay-at-home periods to those individuals who are identified as close contacts, in the absence of specific control orders issued by their local health authority regarding the identified individuals. Specifically, the stay at-home period can be:
 - 10 days after the last close contact, so long as they continue to monitor themselves daily for symptoms and take appropriate precautions through day 14
 - 7 days after the last close contact, after receiving a negative test result (must be administered at least 5 days after the last close contact), so long as they continue to monitor themselves daily for symptoms and take appropriate precautions through day 14
 - For staff who are necessary to preserve school operations, school systems can choose not to require any stay-at-home period, so long as the affected staff continue to monitor themselves daily for symptoms and take appropriate precautions through day 14
- Students or Staff who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months from positive COVID-19 test date as long as they do not develop symptoms again. Students or Staff who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms. (Positive COVID-19 test results must be provided to school nurse in order for this to be applied)
- Any student requiring quarantine will transition to Virtual Learning for the time period

NOTIFICATION PROCEDURES RELATED TO COVID-19

- 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 on any on campus activities.
- Contact tracing for lab-confirmed cases of COVID-19 will be conducted to determine who came into close contact with the individual by the local health department and school nurse.

NURSE (NON COVID SITUATIONS)

School health services are provided to assist parents and teachers in promoting the health of the student to enable them to function to the maximum of their capabilities. Registered nurses promote the health of students by:

- Providing emergency care and first aid
- Vision and hearing screening
- Communicable disease control
- Counseling on individual health problems
- Health education

The nurse is also a resource for the school faculty. Teachers are not allowed to administer prescription or non-prescription medicine to students. Students needing medicine will report to the clinic to take the medication under the supervision of the school nurse. All medications, prescription or non-prescription, brought to school by a student must be:

- Stored in the original container or properly labeled bottle.
- Accompanied with written request from the parent stating that the school administer the medication.
- Non-prescription medication shall be properly stored as authorized by the building principal.
- Prescription medication shall be properly stored in the clinic or office area in a locked container.

The School Nurses will provide support to our students on all campus in the event of emergency situations. At all campuses: when a student is being serviced in the nurse's office, please refrain from entering for personal reasons. This will allow the nurse to assess the student's medical needs in a confidential manner.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Whenever feasible, HISD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

SCHOOL OPERATIONS

For more campus specific information, please see each campus's re-entry guidelines for 2020-2021.

- Hand sanitizer will be available in each classroom, entrances, and throughout common spaces.
- Campuses will open multiple entrance/exit points during arrival/dismissal to promote social distancing.
- Campuses will review options to reduce large group gatherings at the start and end

- of the day as well as other events.
- Campuses will not be using lockers.
 - Signs will be used to communicate appropriate spacing and traffic flow throughout the building.
 - Mixing between classrooms will be limited as much as possible *This may not be possible for the entire day as multiple classes join together at dismissal time and for specials like PE.
 - Restrooms will continue to be disinfected daily.
 - Students and staff will practice social distancing when utilizing each restroom.
 - Students must wash hands and then use hand sanitizer before entering the classroom.
 - Classrooms will have surfaces disinfected daily.
 - Custodial staff will follow CDC cleaning guidelines and provide additional cleaning and disinfecting of surfaces that are touched frequently throughout the day.
 - Cafeterias will be disinfected before, during, and after all lunch periods.
 - Classroom doors will be open during transitions to reduce high-touch areas.
 - Custodians will wear face coverings and gloves during work hours.
 - Campuses will develop schedules and protocols for the use of common areas (labs, flexible spaces, libraries, conference rooms, etc.), including how to sanitize between use. Hand sanitizer will be available in all common areas.
 - Procedures and protocols will be put into place to address locker rooms. Protocols will be in place for disinfecting equipment, students changing clothes, students showering, distancing of students, etc.
 - Due to safety precautions, NO outside deliveries (food, gifts, etc.) for students or employees will be accepted during the school day. (If a student forgets to bring a lunch from home, a meal will be provided by the cafeteria staff.)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth) i.e. gaiters, (Messages on facemasks must align to dress code standards.) Bandanas will NOT be permitted. Face coverings not listed must be approved by campus administration.

Full-Face Shields: may be used in place of a mask to protect eyes, nose, and mouth whenever a mask is not feasible or whenever the education context may benefit from the ability to see an individual's full face

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

PERSONAL WORKSPACE/CLASSROOM

HISD staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit other classrooms outside of transitional periods to other classrooms. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. HISD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

The HISD Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– HISD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms–Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–Limit time in these spaces. Avoid use of shared appliances such as coffee machines, refrigerators, and microwaves whenever possible.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as needed.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID-19 Crisis Team. If an active employee is confirmed to have a COVID-19 positive test, campuses may shut down for a period of 72 hours to allow for natural deactivation of the virus. This may be followed by site personnel performing a comprehensive disinfection of all common surfaces.

SIGNAGE

Safety signage will be placed throughout all campus common areas, classrooms, and district offices.

FOOD DELIVERY

Due to safety precautions, NO outside deliveries (food, gifts, etc.) for students or employees will be accepted during the school day. (If a student forgets to bring a lunch from home, a meal will be provided by the cafeteria staff.)

PREVENTIVE MATERIAL INVENTORY

1. The school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
2. Supply of gloves and other Personal Protective Equipment has been distributed by TEA.
3. Touchless thermometers are available on each campus.

BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum right after the morning and afternoon routes.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 10 days.

TRANSPORTATION

- Parents will be encouraged to transport their children to school daily as it is the safest means of transportation due to COVID-19.
- While waiting for the bus at the bus stop and while loading and unloading the bus, bus riders should social distance themselves 6 feet from each other.
- No student should enter a bus with a fever that is 100 degrees or higher, and should be checked by parent daily.
- To support contact tracing, students will be assigned seats, and a seating chart will be maintained by the bus driver.
- All buses will have hand sanitizer dispensers placed in the stairwells for use when loading/unloading.
- All buses will be sanitized and wiped down daily.
- Bus windows will be partially open (at minimum) during routes to provide for additional ventilation where appropriate.
- All drivers will complete a self-screener upon arrival to the Transportation Department, and they will wear face masks or face shields on the buses.
- All students will be required to wear a face mask while riding the bus.
- Riders will be kept as far apart as possible while riding the bus.

Sanitation logs will be turned in to the Transportation Director after completing last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. **HANDOUT: TRANSPORTATION SANITATION CHECKLIST**

TECHNOLOGY

- Resources including training videos and information sheets will be available on the district website for students, staff, and parents.
- If students, staff, or parents have issues, they will contact the Hardin ISD Technology department
 - 936-298-3592
 - Technology@hardinisd.net
 - Contact campus librarian for damage, librarian will create a ticket to Technology. A reservation will be scheduled for drop off of the device. Then once work is completed then a laptop pick-up time will be provided.
- Designated wireless locations will be available 24/7 in each campus parking lot.

COVID-19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **HANDOUT: Suspected COVID-19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. **SEE: VISITOR SELF-SCREENING FORM HANDOUT**

- Visitors will be restricted for those essential to school operations. Due to safety precautions, NO outside deliveries (food, gifts, etc.) for students or employees will be accepted during the school day. Parents will not be allowed to eat lunch with their child at the school until further notice.
- All visitors, unless a parent is picking up their child, must have a scheduled

appointment (i.e. ARD Meetings, 504 Meetings, Parent/Teacher Conferences, etc.). Parents will not be allowed to exit vehicles during drop-off or pick-up.

- All visitors are required to wear a face covering (face mask or gaiter).
- Campuses will utilize virtual meeting options to limit campus visitors when possible
- Social distancing is encouraged for all meetings that are not able to be virtual (i.e. ARD Meetings, 504 Meetings).
- Any visitor who needs to go beyond the front office will be subject to a health screening which will include a temperature check.
- Visitors are required to complete a health screening to determine if they have any COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 upon entry into the building.
- Any visitor who has COVID-19 or COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 must remain off campus until the 14-day incubation period has passed.

CAFETERIA AND MEAL PERIODS

- Due to safety precautions, NO outside deliveries (food, gifts, etc.) for students or employees will be accepted during the school day. (If a student forgets to bring a lunch from home, a meal will be provided by the cafeteria staff.)
- Hand sanitizer will be provided to students at the start of serving lines.
- Floor markings/signage will be used for social distancing in serving lines.
- Due to safety precautions, visitors will not be permitted in the cafeteria during meal times.
- Cafeteria staff will wear face coverings and gloves and will follow all health & safety protocols.
- Self-serve counters will be eliminated.
- Sharing of food and/or drink will not be permitted.
- Meals will be in disposable packaging and condiments and pre-wrapped silverware to be included with all meals.
- "Grab and go" meals for breakfast and lunch may be utilized.
- Seating arrangements will be spread out across cafeterias and other locations to maximize space between groups.
- Cafeterias will be disinfected before, during, and after all lunch periods
- All Cash / Check Payments will be submitted in drop boxes.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The counselors will work with students individually or in small groups to address any well-being needs.

STAFF TRAINING

1. **Pre-return to school training-**
Trainings will be presented remotely to ensure understanding and preparedness to align with this manual.
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

HANDOUT: PowerPoint for First Day Orientation

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. Google Classroom

SECTION II. INSTRUCTION

ACADEMIC CALENDAR

- The first day of virtual instruction for students will be Thursday, August 13, 2020. The hours of operation are provided below:
- The first day for face to face classes will be Tuesday, September 1, 2020
 - High School – 7:50 – 3:30
 - Junior High School – 7:50 – 3:25
 - Elementary School – 7:50 – 3:25
- In 2020-2021, TEA has no plans to issue missed school day or low attendance waivers due to COVID-19. If additional time is needed, the school year may be extended into June in order to make-up required time. If a calendar extension is needed, advanced notification will be provided.

ATTENDANCE

- The minimum attendance for class credit rule of TEC §25.092 will be in effect for the 2020-2021 school year. Students are required to attend at least 90% of their classes to receive credit and be promoted. Virtual / At- Home attendance will count in the same manner as on-campus attendance in satisfying this requirement.
 - **Each day, students that are absent from In-Person/On-Campus instruction will need to answer the Attendance Question in Google Classroom (Step 1)**
 - **Each day, students that are Virtual Learners will need to answer the Attendance Question in Google Classroom (Step 1)**
- In Virtual Instruction, students who do not answer the question in Google Classroom (Step 1) will be counted absent for the day.
- Hardin ISD will be contacting all students who do not answer step 1 to check on the status and well-being of that student.

COMMITMENT TO INSTRUCTIONAL DELIVERY CHOICE

- The selection of In-Person/On-Campus Instruction or Virtual Instruction will be part of the registration process.
- If Virtual Instruction is the selected option, once the school year begins, exit from Virtual Instruction and return to In-Person/On-Campus Instruction in the classroom will only be permitted at the end of the 6-weeks grading period.
 - Note: Students who begin receiving Virtual Instruction as a result of staying home to isolate from COVID-19 exposure will be permitted to return to campus at the end of their isolation period.

EMPLOYEE RESPONSIBILITIES AND DUTIES RELATED TO VIRTUAL INSTRUCTION

- Employees shall provide students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical, and social growth.
- Employees shall develop and implement lesson plans and activities through virtual learning to fulfill the requirements of the District's curriculum program and show written evidence of preparation, as required. Prepare lessons in instructional formats that accommodate differences in individual student needs.
- Employees shall plan and use appropriate instructional strategies, activities, and resources for virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by the Texas Education Agency, board policies, and administrator regulations.
- Employees shall be available by phone, email, or video conferencing as required by the campus administrator, to confer with district personnel, students, and/or parents.
- Employees shall provide ongoing feedback on student achievement through formal and informal methods.
- Employees shall be a positive role model for students and support the goals of the campus and the school district.
- Employees shall create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

GRADING

- Grading procedures, Pre-K-grade 12, will be the same for students in In-Person/On-Campus Instruction and Virtual Instruction. For grades 9-12, In-Person/On-Campus Instruction and Virtual Instruction grades will count toward GPA, class rank and UIL eligibility.

SPECIAL PROGRAMS

- Parents of students in Special Education, 504, Dyslexia, Bilingual Education, English Learners, Gifted and Talented, Career Technical Education, and Dual Credit, will receive specific program information before the school year begins. Individual Education Plans, accommodations and modifications will be followed for In-Person/On-Campus Instruction and Virtual Instruction. Progress will be carefully monitored to ensure continued growth on individual goals and objectives.

Learning is the primary purpose of our schools, and good first instruction from a classroom teacher combined with interactive experiences with peers cannot be replaced. While we would all like to return to the normal school environment that existed prior to COVID-19, we realize that our families need options for 2020-2021. Provided below are the instruction and learning delivery systems available to Hardin ISD students. Parents will need to designate their choice during the registration process. Rest assured that regardless of the delivery system chosen, we will support your decision, and we will provide your child with a high-quality educational experience.

INSTRUCTION OPTIONS

- Providing a high-quality education through two instructional delivery models:
 - In-Person Learning (On-Campus Learning)
 - Elementary Virtual Learning and Junior High School /High School Virtual Learning
- Parents will be asked to commit to one of these two learning environments during registration. Once the school year begins, parents will need to wait until the end of each 6 weeks grading period to transition to a different learning environment.

IN-PERSON LEARNING

- Available for students in Pre-kindergarten through Grade 12 beginning September 1, 2020
- Students will attend school on a regular instructional schedule and will engage in face-to face learning on campus all day, every school day.
- All core and elective classes will be available to students.
- Students in grades PK-1 will be self-contained in the same classroom with the same teacher.
- Students in grades 2-12 will follow their class schedules by transitioning to different classrooms for course instruction.
- Students who require support and interventions will receive them in person (504, dyslexia, RTI).
- Students who receive special education services will receive those services in-person based upon the student's individual needs.

- Expectations for coursework and guidelines for grading for In-Person Learning and Virtual Learning will be the same.
- Preventive safety measures will be implemented during the instructional day and on buses.
- Once a student chooses In-Person instruction as their learning environment, they must remain in-person for the 6-weeks grading period before they're able to make a change in their learning environment.
- Depending upon the number of positive COVID-19 cases, intermittent closure may be necessary at an individual campus or across the district. If this occurs, teachers will immediately begin providing Virtual Learning instruction to students.

LEARNING ENVIRONMENT

- Desks and tables will be arranged to maximize space between students.
 - It is important to note that desks and tables will be socially distanced as much as instructionally possible.
- Group or pair work can be implemented while maintaining physical distancing.
 - The number of students participating in small group instruction at one time will be limited.
- Staff will have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies where possible.
- Students will use their own supplies.
- 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 between other classroom groups (i.e. PE).
- The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

VIRTUAL LEARNING

General

- Definitions:
 - Synchronous Instruction- requires all participants to be present at the same time virtually
 - Two-way instruction through the computer or phone.
 - Similar to In-Person Instruction but it is all completed virtually
 - Asynchronous Instruction- does not require all participants to be present at the same time virtually

- Self-paced lessons with intermittent teacher instruction
- Pre-assigned work with formative assessments in Google Classroom
- Watching pre-recorded videos of instruction with guided support
- Students must have a way to access the internet and a device.
 - Devices include Chromebooks, iPads, Laptops, Desktops, Tablets
 - Internet sources can be from home or from school parking lots and future locations to be determined.
- Students and parents will have the option at the end of each 6-weeks grading period to change their instructional delivery method.

ELEMENTARY VIRTUAL LEARNING

- A care-giver will need to be available to support younger students in navigating the daily schedule and aiding with the learning as needed.
- Students will be assigned one teacher in Pre-K – 1. 2nd – 5th grade will be assigned teachers based on their schedule.
- Students will access all instruction through Google Classroom.
- Students must be engaged each day defined by the teacher’s daily plan defined in Google Classroom and will be engaged with coursework for at least 180 minutes a day.
- The following is the structure of all daily lessons in Google Classroom. There will be 4 steps for students to complete each day:
 - 1-Attendance Questions
 - This is a one question form that must be completed before 10:30 am each school day. If not completed by this time, parents will be called to verbally answer this attendance question.
 - 2-Lesson (Instructional Video)
 - This video must be watched in its entirety.
 - Assignment details will be given throughout the video.
 - 3-Assignment
 - Students must complete assignments by the due date given by the teacher.
 - 4-Reteaching/Feedback Sessions
 - Teachers will be available at designated times throughout the day by using Google Meets to provide feedback and re-teaching opportunities.
 - Students are expected to attend these sessions in order to interact with their teachers.
- If parents have any questions or concerns, please contact the Virtual Learning Teacher and/or the Hardin ISD Elementary office for training videos and resources.

JUNIOR HIGH SCHOOL AND HIGH SCHOOL VIRTUAL LEARNING

- Available for students in Grade 6 through Grade 12
- Students will remain at home and will engage in learning activities on Google Classroom.
- The following is the structure of all daily lessons in Google Classroom. There will be 4 steps for students to complete each day:
 - 1-Attendance Questions
 - This is a one question form that must be completed before 10:30 am each school day. If not completed by this time, parents will be called to verbally answer this attendance question.
 - 2-Lesson (Instructional Video)
 - This video must be watched in its entirety.
 - Assignment details will be given throughout the video.
 - 3-Assignment
 - Students must complete assignments by the due date given by the teacher.
 - 4-Reteaching/Feedback Sessions
 - Teachers will be available at designated times throughout the day by using Google Meets to provide feedback and re-teaching opportunities.
 - Students are expected to attend these sessions in order to interact with their teachers.
- Students will have to demonstrate engagement all school days.
- Expectations for coursework and guidelines for grading for In-Person Learning and Virtual Learning will be the same.
- Instruction will be provided by Hardin ISD teachers.
- Some CTE electives may only be available in an In-Person format and Virtual learners would have to travel to campus for those courses (transportation would not be provided). A list of in-person electives will be available (These will be scheduled by the teacher).
- Some courses may require Virtual Learners to come on campus to demonstrate certain skills. A list of courses that require in person skill demonstrations will be available (These will be scheduled by the teacher).
- Virtual Learners will be able to participate in extracurricular activities after school. Transportation will not be provided. See details in the Extracurricular Activities and UIL section.
- Once a student chooses Virtual (remote) learning, they must remain online for the 6-weeks grading period before they're able to make a change in their instructional delivery method.
- Accommodations and support services will be provided to all virtual learners.
- Sufficient internet connection and technology device is required.

ONLINE LEARNING MANAGEMENT SYSTEM

- All Hardin ISD students will continue to use Google Classroom to access instruction and learning activities.
- All Virtual learners will use Google Meet to interact with their teacher and other students.
- Training and resources will be provided to parents and students on how to use these digital tools and navigate learning.
- In the event that students participating in In-Person Learning are required to quarantine, the education of these students will continue through Virtual Learning for the duration of the quarantine period.

SUPPORT

- Addressing the mental health and social emotional development of all students, staff and community by following best practices in the area of:
 - School-based mental health services
 - Behavioral support systems
 - Family engagement and support practices
 - Staff supports
 - Other key systems and supports
- Please click on the Hardin ISD webpage [Mental Health Resources](#) for additional information.

SOCIAL AND EMOTIONAL LEARNING

- Social Emotional Learning lessons and activities to support students related to COVID-19 experiences, trauma, and school closure will be developed for all campuses.
- Counseling support will be accessible to both In-Person and Virtual Learners.

FAMILY SUPPORT

- Families will be provided information on how to access resources for mental health and wellness.

COUNSELOR CONTACT INFORMATION

- Hardin Elementary School Counselor:
 - Lisa Collins
 - lcollins@hardinisd.net
 - 936-298-2114 ext. 503
- Hardin Junior High School Counselor:
 - Betsy Henry
 - bhenry@hardinisd.net
 - 936-298-2054 ext. 302
- Hardin High School Counselor:
 - Melissa Waller
 - mwaller@hardinisd.net
 - 936-298-2118 ext. 203

ONLINE INFORMATION AND OTHER COMMUNICATIONS

- Hardin ISD will provide families with clear and concise communication through the following outbound channels:
 - Email / Text Messages
 - Social Media (Facebook)
 - Website
 - Bluebonnet News
- Parents will receive emails from Hardin ISD, sent through the School Messenger & Sky Alert systems. Email addresses will be collected from Skyward.
- Please make sure phone numbers and email addresses are updated at registration.
- Information about Back to School 2020 will be posted on the Hardin ISD website. The website will include:
 - Health and safety protocols
 - Information on instruction and learning
 - General information
- Campuses will share campus-specific information with parents via email, social media, and other campus communication tools.
- Regular updates will be posted on Hardin ISD's social media channels (Facebook) and the Hardin ISD District Website.

Circumstances related to COVID-19 may change throughout the coming school year and we will keep all parents informed if conditions change.

SECTION III. EXTRACURRICULAR EXPECTATIONS

- Participation in extracurricular activities on campus will align with guidance in this document for non-UIL extracurricular activities and with [guidance from the UIL](#) for all UIL activities.
- Students in grades 7-12 who are enrolled in Virtual Instruction at home may participate in before or after school UIL Athletics and Fine Arts as well as clubs and organizations. The parent must provide transportation to before and after-school activities. Virtual Instruction students who do not meet daily instruction requirements will not be able to participate in after-school activities. Students must also meet all attendance/eligibility requirements outlined by the UIL to participate in after-school Athletics and Fine Arts activities.
 - Virtual Learners may report to campus on away-game days at times and locations designated by the coach.
 - 7th grade boys and girls athletics that start practice before school and continue through 1st period will need to be picked up immediately after practice at the designated time and place. Students who are not picked up at the designated time and/or place will not be allowed to participate in the future.
- Face masks, use of hand sanitizer, hand washing, and social distancing are required for all extracurricular/UIL activities.
- The district will open facilities to the public for school-sponsored activities in accordance with the Governor's executive orders.

SECTION IV. EMPLOYEE FAQ

- 1) **If we contract COVID and are required to quarantine, or if our child is forced to quarantine, will that time come from sick time, personal, FMLA, Workman's Comp or just sent home with pay?**

If you contract COVID or are required to quarantine due to exposure you may qualify for Emergency Paid Sick Leave (EPSL), which is temporary leave approved by Congress that will be available to employees until at least December 31, 2020. Each employee will be eligible for up to 80 hours or two weeks of paid EPSL in this instance if required documentation is provided. You will still remain eligible for FMLA leave for any serious health condition, including COVID-19. Once you have exhausted the EPSL, you may utilize other paid leave available to you including sick time and personal leave.

If you believe you contracted COVID-19 while at work you may file an injury report and claim for Workers' Compensation, just as for any other injury that occurs at work. The District does not make decisions about entitlement to Workers' Compensation benefits.

2) **What documentation can we require to verify child/parent have been exposed or tested positive?**

There are multiple qualifying reasons for EPSL implicated here:

Employee is experiencing symptoms of COVID-19 and is seeking a test: You can require documentation of the employee's steps to seek a test; that may mean documentation that the employee has taken the test and is awaiting test results. An employee who tests positive can also qualify under this provision and you can require the positive test results.

Employee has been ordered to quarantine/self-isolate by a doctor OR a government authority (like health dept): You can require employee to provide the written order or recommendation for quarantine.

Exposure to a positive case without any of these other factors (*i.e.*, symptoms, seeking test, quarantine order) does not on its own qualify for EPSL. But if the exposure is direct enough the employee may be able to obtain a letter from a doctor recommending quarantine. I do think it is important to consistently require this documentation especially where the exposure isn't clear or direct. "Exposure" is a whole lot easier to understand when it occurs in the employee's home, because a spouse or child tests positive. Definitely there's exposure and the likelihood of the employee contracting the virus is high. It's also much easier for you to verify the positive case in close proximity. Alternatively, if an employee reports exposure at a party over the weekend it's more difficult for you to verify the truth of that report and less certain that employee was truly exposed as defined by the CDC. This all gets more complicated when the exposure happens at school, such as an infected student bringing it to the classroom. It would be difficult/inconvenient in that instance for the teacher to get a doctor's note recommending quarantine. You could choose to treat these situations differently and not require documentation of quarantine in order to qualify teacher for EPSL. Just make sure you're consistent about when you're requiring documentation and when you aren't. And in any case you should be requiring the employee requesting the leave to fill out a leave request form, which I've attached to my email along with this document.

3) **Can a teacher with co-morbidities require that their students have a facemask if the District/Governor/TEA does not require them?**

The district can implement stricter face mask requirements than the state, but I would be careful about allowing teachers to change the health/safety rules themselves. If a teacher is at high-risk then s/he needs to communicate her concerns and needs to the district and allow the district to identify and implement procedures for the classroom that are reasonable and feasible.

4) **What rights do we have to require a student to wear a mask?**

The Governor's order and your Student Code of Conduct. Governor Abbott's order requires that face coverings be worn. While there is a long list of exceptions in that

document (including children under the age of 10), there is no general exception for the school setting. Even the Commissioner recognizes that the district may decide to require the wearing of masks for kids under 10 if it is developmentally appropriate. I recommend that you send all parents/students a written notice about the mask requirement before the school year begins, including different rules for classroom, lunch, hallways, gym, etc. I would clearly state that students will be expected to comply with these requirements and any other health or safety requests made by a staff member, and that refusal to comply may result in disciplinary action under the SCC.

- 5) **What is legality of notifying parents/students if classmate or teacher test positive and they have been exposed?** Avoid identifying the positive case by name. You may disclose the name of the individual to county health authority as they may require that information in order to protect health and safety of the rest of the community. There is a FERPA exception permitting disclosure of student information to an appropriate authority in a health or safety emergency – this situation definitely qualifies.

The district should work with the county/other local health authority in responding to positive cases and working through contact tracing in order to prevent further spread of the virus. This process will likely involve notifying those who have been exposed to the positive case so that they can take necessary precautions to self-isolate. It will typically not be necessary to identify the person who has tested positive, rather you will be notifying individuals generally that they may have been exposed to a person who has tested positive. You can provide them with date/time/location as necessary for them to understand the period of quarantine.

- 6) **If teacher/students are exposed at school and we require testing, who is financially responsible?** The district could choose to pay for tests in this situation but that is not the district's legal obligation. The employee or parent will be responsible for the cost of a test, just as with any other medical issue or illness. It would be good if you could share with employee details about how the cost of a test is treated/covered under TRS Active Care.

SECTION V. GENERAL FAQ

How many students will be assigned to each classroom?

Hardin ISD will follow TEA guidelines for class size. At this time, the class size requirements are the same as a regular school year. The maximum number of students per class varies by grade level and also varies by class at the secondary level.

Will cafeterias be open and will school lunches be served?

Cafeterias will be open to serve breakfast and lunch daily. The physical setup for the cafeteria and the schedule will be adjusted to reduce the number of students in the cafeteria at one time. Each campus cafeteria space will be evaluated to ensure social distancing. Some students will be eating in the cafeteria, spaced according to the

recommended guidelines, and other students may eat in the classroom if necessary. All school meals will be served by employees, meaning student self-serve tables will not be used. Safety and health measures will be adjusted based on current guidelines and conditions.

Will bus transportation be provided for students?

Yes, transportation will continue to be provided for all students. Parents are encouraged to provide their own transportation

How will seating arrangements be determined on school buses?

Will buses remain at current sizes or reduced? To support contact tracing, students will be assigned seats, and a seating chart will be maintained by the bus driver. The bus driver and students in grades 3-12 will be required to wear face coverings. All students and bus drivers will use hand sanitizer provided when boarding and exiting the bus. Hardin ISD will comply with all health and safety recommendations established by the Governor, the health department, and the Texas Education Agency. School buses will be cleaned and disinfected daily. Safety and health measures may be adjusted based on current guidelines and conditions.

How will social distancing be promoted in cafeterias, gyms, restrooms, and other commons areas?

Signage reminding students and staff about social distancing, handwashing, and infection prevention will be posted throughout the school.

Elementary classrooms will be assigned specific bathrooms, breakfast, lunch, and gym access times to reduce the number of students in any given area as much as possible.

Secondary students will be encouraged to follow social distancing guidelines.

What precautions will be in place for athletics, fine arts, and other extracurricular activities?

The district will continue to follow all guidelines provided by UIL, TEA, and the state. These safety guidelines will continue to be updated and posted on our district website.

My child is enrolled in dual credit classes for Fall 2020. What should I know as a parent/student?

Students taking Dual Credit courses from Lee College will follow the safety guidelines provided by Lee College.

Will students have recess or the ability to play and socialize with other students?

Elementary campuses will limit the number of students at recess at one time and may create different play areas for activities to further reduce student interactions. Students and staff will be required to use hand sanitizer and wash their hands before and after recess.

Will students in grades 7-12 be able to participate in extracurricular activities such as clubs and organization meetings?

Yes, students who select Virtual Learning or In-Person Learning may participate in clubs and/or organizations. Meetings may be held virtually, as applicable. Students must have their own transportation to and from campus.

What happens if a student or a teacher tests positive for COVID-19? Will the entire classroom have to quarantine? What if multiple classrooms and students/staff are impacted? Will students be able to participate in Virtual Learning during the quarantine?

Students or staff who test positive for COVID-19 will be sent home to recover. When notification of a possible exposure occurs, the local health department will conduct contact tracing. Based on the results, a determination will be made as to whether an entire classroom or multiple classrooms are required to quarantine. In the event students are required to temporarily quarantine, the education of these students will continue through Virtual Learning for the duration of the quarantine period.

What happens if my child's campus is temporarily closed during the school year?

During the period of the school closure, students will remain at home and will engage in learning activities that are primarily delivered through Virtual Learning. Synchronous and asynchronous learning will be scheduled throughout the day to expand students' opportunities to engage with content and interact with teachers and classmates. Daily student participation in the learning activities will be required. Instructional time will also be dedicated for independent learning activities.

Will computer devices be made available to students who need them?

Yes. Please contact campus administration for details.

How will teachers address any potential learning needs from the school closure last spring?

To support all students, the district curriculum will highlight academic standards that teachers will consider as they plan to address the potential learning impacts resulting from the school closure. Teachers will use formative assessments and supplemental resources to personalize student learning to address areas of need.

How will student progress be reported?

Overall progress on learning outcomes will be communicated in a "traditional" format using numeric grades. Assignments and grades will be entered into our grading system. The expectations for coursework and guidelines for grading for In-Person Learning and Virtual Learning will be the same.

Will STAAR/EOC be administered in 2020-2021?

Yes. The Texas Education Agency (TEA) has indicated that STAAR testing will still occur during the 2020-2021 school year, in compliance with state and federal legislation.

Can students change their commitment from In-Person Learning to Virtual Learning after the start of the school year?

Due to the scheduling complexities inherent in these two options, parents will be asked to make a commitment for at least one full 6-week grading period. Special circumstances that affect a family will be considered on a case-by-case basis by the campus principal. Please note that if a student switches between In-Person Learning and Virtual Learning, then that student may not have the same teacher(s) or course schedule, as teachers may or may not be teaching both a Virtual and an In-Person class.

How do parents commit to an instructional model of choice for their child?

Parents will complete the commitment form during registration time. Upon enrollment, new students will be provided the opportunity to select their instructional model.

How will Virtual Learning be different from the instruction provided during the school closure last spring?

Students who select Virtual Learning will be required to virtually attend and participate in class daily. In the spring of last year, students' assignments were provided at a reduced number of instructional minutes as compared to a traditional school day. Virtual Learning this year will be a full course load of instruction and assignments that is comparable to what students who are attending school in-person will be required to complete. In addition, grading procedures will be the same as In-Person learning. Teachers delivering Virtual instruction will receive additional training and support in best practices that are effective in a remote, online environment.

Will there be attendance requirements for Virtual students?

Yes, the Texas Education Agency (TEA) will require daily attendance and participation in Virtual Learning. Students will be required to answer the attendance question in Google Classroom daily (Step 1). A student will be considered absent if the student does not engage in the designated live-instruction and/or attendance question/check-in (Step 1) each day.

Will students in Virtual Learning have access to instructional materials, such as guided reading books or other classroom resources?

Students will be provided with some instructional materials that will vary based on the grade level and coursework of the student. Some resources may be provided digitally. The design of classroom instruction will account for student's access to specific instructional materials in the home.

Will students participating in Virtual Learning need to purchase school supplies for the new year?

Yes. Families will need to purchase typical school supplies. Students who are participating in the Virtual Learning will need to purchase the necessary listed supplies from the grade level supply list in order to complete their assignments.

Will courses taken in Virtual Learning be included in GPA calculations and class rank for High School students?

Courses taken by students participating in Virtual Learning will be included in calculating GPA and class rank.

Will all courses be offered in Virtual Learning for students in Grades 7 - 8?

All courses will be offered virtually through Virtual Learning. In addition, there will be select courses that students in Virtual Learning may choose to attend in person, on campus before or after school. Transportation for Virtual Learners attending before or after school activities will not be provided.

Will all courses be offered in Virtual Learning for students in Grades 3 - 12?

No. Based on the course requirements, there are some specialized courses that will not be available in Virtual Learning (see specialized course list below). For these courses, the student will have the option to attend the class on-campus or choose to have their schedule changed in order to remain in a fully remote environment. Campus staff will work with students choosing to have their schedule changed to identify a suitable replacement course and adjust their schedule.

In addition, there are some specialized courses that are offered in Virtual Learning, but may require in-person laboratory learning experiences based on specific course learning outcomes regarding equipment, software, and technology (see specialized course list below).

In addition, there will be select courses that students in Virtual Learning may choose to attend in person, on campus (see list below).

Transportation for Virtual Learners attending on-campus courses will not be provided, except as documented through IEP paperwork in order for students to have access to their Special Education services.

Can students in grades 7-12 who select Virtual Learning still participate in UIL/Extracurricular competitions, including athletics, fine arts, etc?

Yes, students who select Virtual Learning may participate in UIL events/courses if they meet all UIL requirements, are enrolled in the applicable course section, and are able to attend before or after school on-campus practices and competitions. Students must have their own transportation to and from the campus.

Will students in grades 7-12 be able to participate in clubs and organization meetings and/or activities?

Yes, students who select Virtual Learning or In-Person Learning may participate in clubs and/or organizations before or after school. Meetings may be held virtually, as applicable. Students must have their own transportation to and from campus.

Will meals be provided for students who select Virtual Learning?

Options are being explored for providing meals to students who select Virtual Learning. This information will be provided as soon as possible.

Are immunizations required for students enrolled in Virtual Learning?

Yes, at this time the Texas Department of State Health Services has not waived the vaccine requirements for students.

Will my child have virtual access to their campus nurse during the school day?

Yes, parents and students may contact the school nurse by phone or e-mail during school hours.

Will resources be available for parents to support and monitor their child's Virtual Learning?

Yes. Resources will be available for parents to learn how to support students in navigating learning through these digital tools. These resources will be available on our district website.

Will students identified as English Learners, Dyslexic and/or Gifted and Talented receive services during Virtual Learning?

Yes. More information will be available at a later date.

Will students receiving services from Special Education or 504 be eligible for Virtual Learning?

Yes, all students in Hardin ISD will have the opportunity to choose In-Person Learning or Virtual Learning.

Will an ARD/504 meeting be required if Virtual Learning is chosen?

ARD and 504 meetings will be scheduled on a case by case basis. For students served in special education, the schedule of instructional and related services should be accurately documented in the ARD/IEP to reflect the supports and services the student requires for FAPE. A parent/guardian may request an ARD or 504 meeting at any time.

What if my student does not currently receive 504 or special education services but I am concerned he/she might have a disability?

Contact your campus to request a meeting to discuss your concerns.

I have chosen Virtual Learning for my student, but he/she requires an evaluation for 504 or special education this school year. Will the evaluation also take place via virtual methods?

If your student requires an initial or re-evaluation, the parent/guardian will be contacted to discuss the evaluation process.

HARDIN INDEPENDENT SCHOOL DISTRICT SELF-SCREENING PROTOCOL

The following self-screening protocol must be distributed to all employees for voluntary, home self-screening.

The district is concerned for your safety and the safety of your co-workers, students and families. We are monitoring the development of Coronavirus. In the interest of ensuring a safe and healthy learning environment, we recommend that you voluntarily monitor your health status by carefully completing this self-assessment each day before coming to work.

Self-check is to be completed daily by active employees before coming to work:

1. Have you had physical exposure to a person suffering from Coronavirus symptoms as noted below?

If you answered YES, please contact your campus administrator prior to coming to work so that a determination can be made whether you should remain offsite from the school for 14 days following the last potential exposure to the COVID-19. You may be required to submit evidence of exposure to an infected person. Should you be required to remain offsite, you should keep in contact with your campus administrator and receive clearance from HR before returning to the school campus. You may also be required to have written clearance from a doctor.

2. If you have been asked to perform daily checks due to COVID-19 becoming more prevalent in your area, or believe you have been exposed to COVID-19: do one or more of the following common COVID-19 symptoms below currently apply to you?

- Temperature $>38^{\circ}\text{C}$ (100.0F) or higher
- Frequent unexplained cough
- Unexplained shortness of breath or difficulty breathing

If the answer to question 2 is YES, you may have symptoms of COVID-19. We ask you to please contact your campus administrator, seek medical attention and remain off the campus property for 14 days following cessation of symptoms and written clearance by a doctor. Please keep in continuous contact with your campus administrator and HR representative.

If the answer to all the above questions is NO: please adhere to local HR guidance regarding your work schedule and any special precautions to be taken.

HARDIN INDEPENDENT SCHOOL DISTRICT VISITOR SELF-SCREENING FORM

Visitor or Parent Name:

Date:

Mobile Number:

Location in District:

Are you showing any (unexplained) signs of the following symptoms?

- Temperature 100.0 or higher
- Shortness of breath, difficulty breathing
- Cough
- Running nose or congestion
- Muscle or body aches
- Fatigue
- Headache
- Loss of taste or smell
- Sore throat
- Nausea or vomiting
- Diarrhea

Have you been exposed to someone with COVID-19 positive test results?

_____ YES

_____ NO

Is the information you provided on this form true and correct to the best of your knowledge?

_____ YES

_____ NO

NOTES: Visitation is forbidden if there has been any YES responses to the screening checklist. If “yes” is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.

HARDIN INDEPENDENT SCHOOL DISTRICT EMPLOYEES/STUDENTS PRESENTING SYMPTOMS

Name:

Date:

___ Employee ___ Student

Location in District:

Symptoms noticed:

- Temperature 100.0 or higher
- Shortness of breath, difficulty breathing
- Cough
- Running nose or congestion
- Muscle or body aches
- Fatigue
- Headache
- Loss of taste or smell
- Sore throat
- Nausea or vomiting
- Diarrhea

Additional Notes:

Time of fever or onset of symptoms:

Time of isolation:

Where is patient being referred to:

Reporter Name/Title:

HARDIN INDEPENDENT SCHOOL DISTRICT TRANSPORTATION SANITATION CHECKLIST

BUS DRIVER CHECKLIST				
HARDIN ISD				
WEEKLY LOG: _____ TO _____				
	TASK		NOTES, if needed	DATE
	YES	NO		
Is there antibacterial gel?				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Aisle				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Stairs				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Upper Rail				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Seats & Armrests				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
DRIVER RESPONSIBLE				
SIGNATURE: _____				

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers must wear masks at all times.