

**HARDIN INDEPENDENT SCHOOL DISTRICT**

**RECONNECT SAFELY  
RETURN STRONG**

*IN RESPONSE TO COVID-19*



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## INTRODUCTION

The conditions surrounding the COVID-19 pandemic are continually evolving and Hardin ISD continues to monitor, evaluate, and adjust plans for the safety of our students and staff. Please know that Hardin ISD will follow recommendations for schools to remain open and operational from state and local health officials.

## SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

### 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](mailto:kcitizen@hardinisd.net)

### INFECTION CONTROL MEASURES

- Hand sanitizer will be available in each classroom and in various common places throughout the school. Staff and students are expected to regularly wash and/or sanitize hands.
- Masks and face coverings are optional. Individuals that feel more comfortable may continue to wear masks or face coverings. Those with compromised immune systems are encouraged to wear a mask or face covering. By choosing not to mask you knowingly run the risk of possible exposure.
- 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.).
- Water fountains will be available for filling of water containers only.
- Students and staff will maintain social distancing in restrooms where possible

## VISITOR RESTRICTIONS

- Visitors will be restricted to essential school operations. Non-emergency drop offs will be limited to items essential to education. Parents are not allowed to eat with their students until further notice.
- Social distancing will be encouraged for all meetings.
- All visitors will be required to complete brief health screening to determine if they have any COVID-19 symptoms or have come into close contact with an individual who has lab-confirmed positive for COVID-19 before access is granted into school facilities beyond check-in.
- 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.

## 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 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 Hardin ISD nursing staff and 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. The definition of close contact is evolving with our understanding of COVID-19, and the individual scenarios should be determined by Hardin ISD nursing staff and if needed the help of local health department.
- **Contact is determined by Hardin ISD nursing staff.** 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

- 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, and schools can consider the use of rapid tests for these individuals.
- Individuals 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.
  - Individuals 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)
- A vaccinated individual does not need to stay at home following close contact exposure to a test-confirmed individual if the following conditions are true:
  - The exposed individual is fully vaccinated (at least two weeks have passed since receiving the second dose of a two-dose vaccine or the first dose of a single-dose vaccine). Proof of vaccination must be turned into the campus nurse for this to be applied.
- Any student requiring quarantine will transition to Virtual Learning for the time period

## 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.
- Students and staff will practice social distancing when utilizing each restroom.
- Classroom doors will be open during transitions to reduce high-touch 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.

## FACILITIES CLEANING

The safety of our employees and students are our first priority. 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                                     |
|-----------------------------|--|---|
| <b>Workspaces</b>           | Classrooms, Offices  | At the end of each use/day                    |
| <b>Appliances</b>           | Refrigerators, Microwaves, Coffee Machines                             | Daily   |
| <b>Electronic Equipment</b> | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use/day and/or between use |
| <b>General Used Objects</b> | Handles, light switches, sinks, restrooms                              | At least 4 times a day                        |
| <b>Buses</b>                | Bus seats, handles/railing, belts, window controls                     | At the end of each use/day                    |
| <b>Common Areas</b>         | Cafeteria, Library, Conference rooms, Gyms, Common Areas               | At the end of each use/day; between groups    |

## 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.

## 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.
- 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.

## CAFETERIA AND MEAL PERIODS

- Hand sanitizer will be provided to students at the start of serving lines.
- Due to safety precautions, visitors will not be permitted in the cafeteria during meal times.
- 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.

## 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

### 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.
- In Virtual Instruction, students who do not answer the question in Google Classroom (Step 1) will be counted absent for the day from that class.

### 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. 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.

### COUNSELOR CONTACT INFORMATION

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

## SECTION III. EXTRACURRICULAR EXPECTATIONS

- Participation in extracurricular activities on campus will align with [guidance from the UIL](#) for all UIL activities.
- The district will open facilities to the public for school-sponsored activities in accordance with the Governor's executive orders

### 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 10 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. Are you showing COVID-19 symptoms?**

If the answer to question 2 is **YES** we ask you to please contact your campus administrator and campus nurse, 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, nurse 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 \_\_\_\_\_

## BUS DRIVER CHECKLIST

|  | TASK                     |                          | NOTES, if needed | DATE   |
|--|--------------------------|--------------------------|------------------|--|
|  | YES                      | NO                       |                  |  |
| <b>Is there antibacterial gel?</b>           | <input type="checkbox"/> | <input type="checkbox"/> |                  | DATE<br><input type="checkbox"/> AM<br><input type="checkbox"/> PM |
| <b>Clean/Sanitize - Aisle</b>                | <input type="checkbox"/> | <input type="checkbox"/> |                  | DATE<br><input type="checkbox"/> AM<br><input type="checkbox"/> PM |
| <b>Clean/Sanitize - Stairs</b>               | <input type="checkbox"/> | <input type="checkbox"/> |                  | DATE<br><input type="checkbox"/> AM<br><input type="checkbox"/> PM |
| <b>Clean/Sanitize - Upper Rail</b>           | <input type="checkbox"/> | <input type="checkbox"/> |                  | DATE<br><input type="checkbox"/> AM<br><input type="checkbox"/> PM |
| <b>Clean/Sanitize - Seats &amp; Armrests</b> | <input type="checkbox"/> | <input type="checkbox"/> |                  | DATE<br><input type="checkbox"/> AM<br><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.