



AN EARLY COLLEGE DISTRICT

# BROWNSVILLE

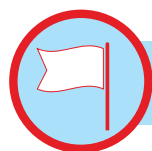
INDEPENDENT SCHOOL DISTRICT

# **BISD REOPENING PLAN 2020-2021**

# **STARTING STRONG**







# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>1</b>
<b>BISD BOARD OF TRUSTEES</b>	<b>4</b>
<b>OVERVIEW</b>	<b>5</b>
<b>INSTRUCTIONAL CONTINUITY PLAN COMMITTEE</b>	<b>5</b>
<b>COMMUNICABLE DISEASE PLAN TASK FORCE</b>	<b>6</b>
<b>SURVEYS</b>	<b>8</b>
<b>2020-2021 REOPENING TIMELINE</b>	<b>10</b>
<b>LEARNING MODES</b>	<b>11</b>
<b>SYNCHRONOUS AND ASYNCHRONOUS LEARNING:</b>	<b>13</b>
<b>SYNCHRONOUS LEARNING PROTOCOLS:</b>	<b>14</b>
<b>ASYNCHRONOUS LEARNING PROTOCOLS:</b>	<b>14</b>
<b>FACE TO FACE INSTRUCTION:</b>	<b>14</b>
<b>ENROLLMENT:</b>	<b>15</b>
<b>ATTENDANCE:</b>	<b>15</b>
<b>GRADING POLICY:</b>	<b>16</b>
<b>PROGRESS MONITORING:</b>	<b>17</b>
<b>SPECIAL POPULATIONS SUPPORT AND SERVICES</b>	<b>18</b>
<b>SOCIAL - EMOTIONAL SUPPORTS:</b>	<b>19</b>
<b>BILINGUAL SUPPORTS:</b>	<b>19</b>
<b>COLLEGE AND CAREER READINESS</b>	<b>20</b>
<b>POST SECONDARY SUPPORT:</b>	<b>21</b>

<b>PARENT AND FAMILY ENGAGEMENT SUPPORTS:</b>	<b>21</b>
<b>MIDDLE SCHOOL SCHEDULE</b>	<b>24</b>
<b>6th Grade</b>	<b>24</b>
<b>7th Grade</b>	<b>24</b>
<b>8th Grade</b>	<b>25</b>
<b>HIGH SCHOOL SCHEDULE</b>	<b>26</b>
<b>FACE TO FACE INSTRUCTION:</b>	<b>26</b>
<b>TECHNOLOGY PROTOCOLS</b>	<b>27</b>
<b>EXTRACURRICULAR PROTOCOLS</b>	<b>28</b>
<b>FINE ARTS PROTOCOLS</b>	<b>28</b>
<b>ATHLETICS PROTOCOLS</b>	<b>28</b>
<b>STUDENT MEALS PROTOCOLS</b>	<b>29</b>
<b>TRANSPORTATION PROTOCOLS</b>	<b>29</b>
<b>COMMUNICATION PROTOCOLS</b>	<b>31</b>
<b>STAFFING PROTOCOLS</b>	<b>31</b>
<b>SAFETY PROTOCOLS</b>	<b>32</b>
<b>FACE TO FACE INSTRUCTION</b>	<b>32</b>
<b>ENTRY SCREENING PROTOCOLS</b>	<b>32</b>
<b>STUDENTS</b>	<b>33</b>
<b>FACULTY AND STAFF</b>	<b>33</b>
<b>PARENTS</b>	<b>34</b>
<b>VISITORS</b>	<b>34</b>
<b>PHYSICAL DISTANCING PROTOCOLS PERSONAL</b>	<b>34</b>
<b>PROTECTIVE EQUIPMENT PROTOCOLS CLEANING</b>	<b>35</b>
<b>AND DISINFECTING PROTOCOLS</b>	<b>35</b>

<b>CAMPUS PROTOCOLS</b>	<b>36</b>
<b>COVID-19 PROGRAM COORDINATOR</b>	<b>36</b>
<b>CAMPUS PROTOCOLS TO REDUCE VIRUS SPREAD</b>	<b>36</b>
<b>EMERGENCY DRILL PROTOCOLS</b>	<b>37</b>
<b>HYGIENE PROTOCOLS</b>	<b>37</b>
<b>INFECTION PROTOCOLS</b>	<b>38</b>
<b>CLOSURE PROTOCOLS</b>	<b>40</b>
<b>COVID-19 SYMPTOMS</b>	<b>41</b>
<b>BISD TEACHER COVID KITS</b>	<b>41</b>
<b>COVID GAUGE - City of Brownsville Threat Matrix</b>	<b>42</b>
<b>COVID-19 SCREENING AT NURSING SERVICES</b>	<b>43</b>
<b>Health Services Action Plan for Remote Learning</b>	<b>44</b>
<b>Screening Questionnaire for COVID-19</b>	<b>48</b>
<b>APPENDIX/ATTACHMENTS</b>	<b>52</b>



## BISD BOARD OF TRUSTEES

**Minerva M. Peña**  
*President*

**Drue Brown**  
*Vice-President*

**Dr. Prisci Roca Tipton**  
*Secretary*

**Philip T. Cowen**  
*Assistant Secretary*

**Dr. Sylvia P. Atkinson**  
*Member*

**Eddie Garcia**  
*Member*

**Laura Perez-Reyes**  
*Member*

**Dr. René Gutiérrez**  
*Superintendent of Schools*



## OVERVIEW

Brownsville ISD has worked hard on developing a plan for reopening in the Fall of 2020. The priority is the health and safety of our students and faculty and this plan will address and provide guidance for school leaders to reopen their campuses safely and in accordance to health and safety protocols recommended by the Centers for Disease Control and the State of Texas. The virus that causes COVID-19 can infect people of all ages, and school system leaders should do everything feasible to keep students, teachers, staff, and our communities safe. Research from the Centers for Disease Control (CDC) among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized or have severe symptoms. Furthermore, the American Academy of Pediatrics notes that COVID-19 risks must be balanced with the need for children to attend school in person, given that the lack of physical access to school leads to a number of negative consequences.

This guidance document contains information on four sets of practices recommended by the Texas Education Agency that minimize the likelihood of viral spread, including some that are requirements for all schools and others that are recommendations.

**PROVIDE NOTICE:** Requirements for parental and public notices.

**PREVENT:** Required practices to prevent the virus from entering the school.

**RESPOND:** Required practices to respond to a lab confirmed case in the school.

**MITIGATE:** Recommended and required practices to reduce likely spread inside the school.



## INSTRUCTIONAL CONTINUITY PLAN COMMITTEE

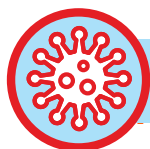
- Made up of Assistant Superintendents, Department Administrators, Principals, Teachers, Higher Education Representatives, and Business owners.
- Developed Instructional Continuity Plan for students engaged in virtual learning whether for the entire school year or as a result of possible district, city, or state closures.

- Establishes instructional design guidelines for effective online instruction and support structures for all district stakeholders.
- Align with Texas Education guidelines.

The task force was divided into two groups, one group dealt with the development of the instructional day and the review of instructional materials. The other group developed a manual consisting of gears that were centered on the delivery of instructional should the district implement full day remote learning or a combination of remote or face to face.

The task force worked diligently through the months of May and June to identify the methods by which BISD can safely allow our employees to enter the buildings and continue to prioritize the safety and wellness of all of the employees.

Due to every changing conditions this document is a living document and will change depending on public health guidelines. The district will continue to monitor health conditions and make adjustments as needed, based on local, stated, and federal guidelines and laws.



## OPERATIONS TASK FORCE

The operations task force is made up of key personnel who collaborate daily with city and state health officials. The task force:

- Reviewed guidance from local, state, and federal health and education officials.
- Developed the procedures to prioritize and emphasize the health and safety of all in the school district.





# Quick **BENEFITS TIPS FROM DOL**

## How much paid leave can employees take?



In general, applies to you if you are an employee of either a private employer with fewer than 500 employees or a covered public sector employer



You are following a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider

**OR**

You have COVID-19 symptoms and are seeking a diagnosis

### TIME OFF

Up to two weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage\*



You must care for someone under a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider

**OR**

You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

### TIME OFF

Up to two weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage\*



You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

**OR**

You've been employed at least 30 calendar days

### TIME OFF

Up to 10 additional weeks of family leave paid at 2/3 regular rate\*

\*Paid leave is capped at specific maximum amounts per worker

Learn more at [dol.gov/FFCRA](https://dol.gov/FFCRA)



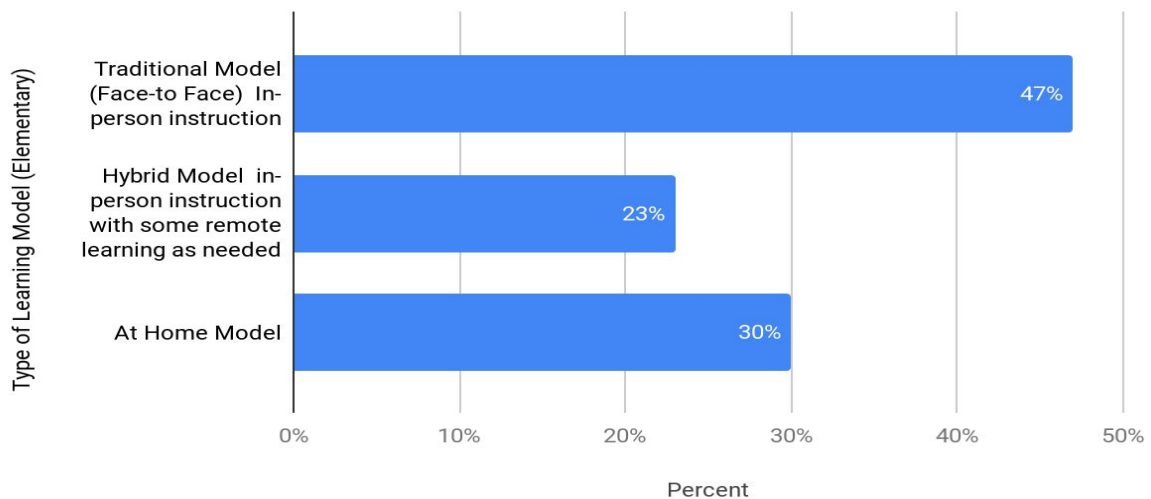


## SURVEYS

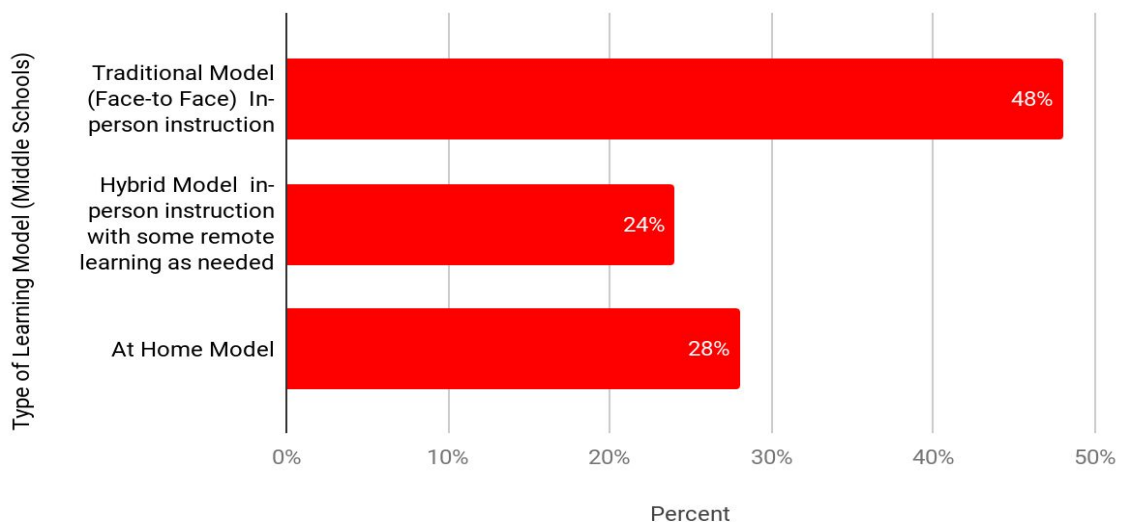
Feedback was gathered through parent and teacher surveys. A total of 11,090 households completed the parent survey, which was conducted from May 19, 2020 to June 15, 2020. Additionally, the district conducted administrator and teacher surveys. A total of 2,453 surveys were collected from teachers. The surveys were conducted from May 20, 2020 to June 1, 2020.

### BISD Parent Survey: Learning Mode

Type of Learning Model (Elementary) / Percent

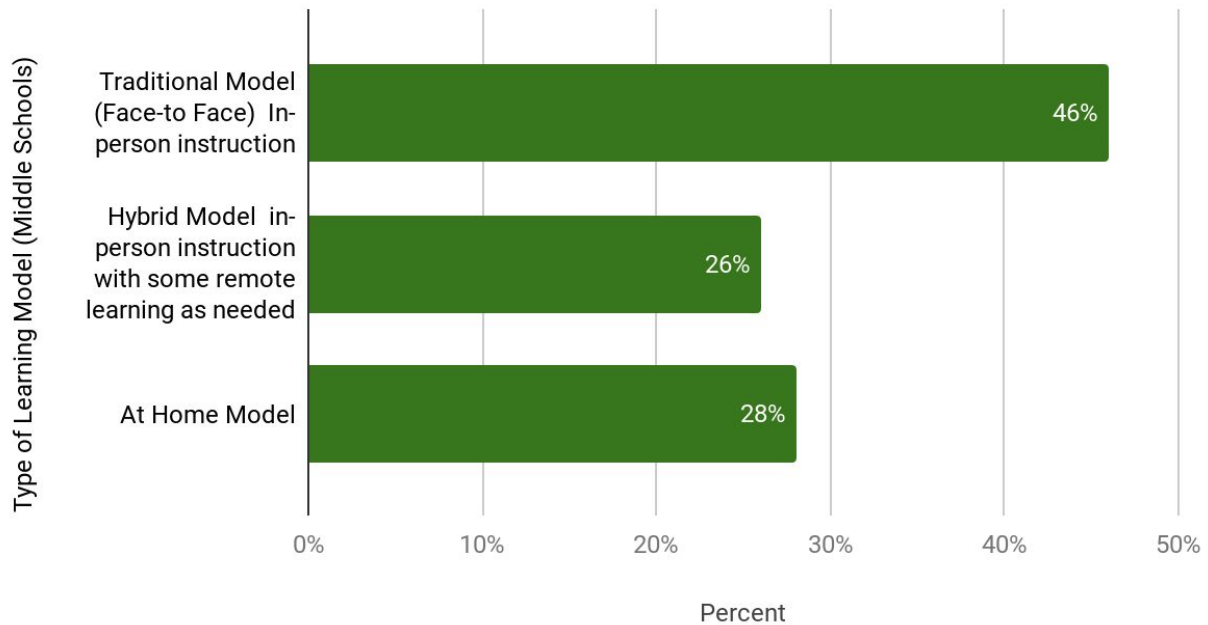


Type of Learning Model (Middle Schools) / Percent



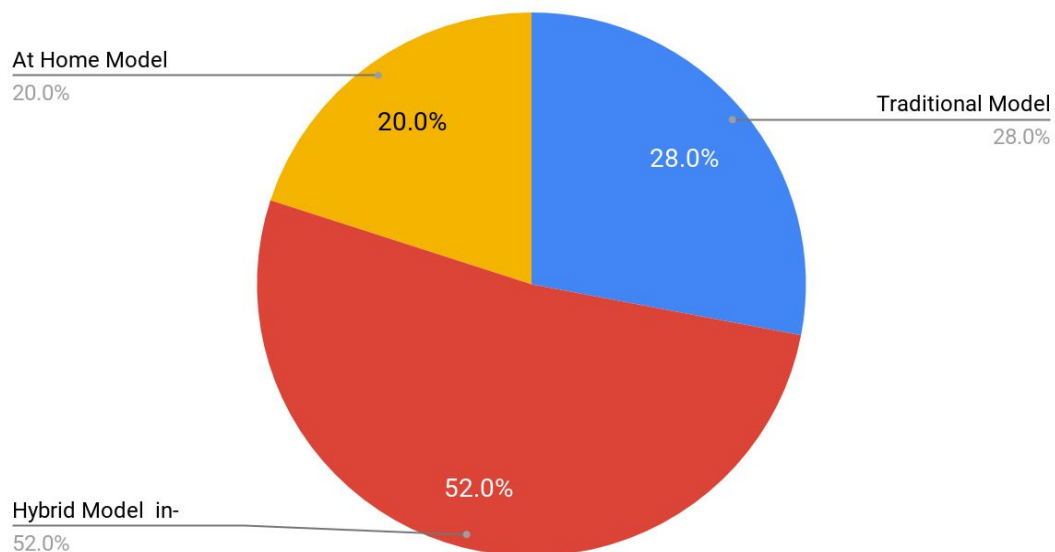
## BISD Teacher Survey: Learning Model

### Type of Learning Model (High Schools) / Percent



## BISD Administrator Survey: Learning Mode

### Preferred Instructional Model / Percent





## 2020-2021 REOPENING TIMELINE

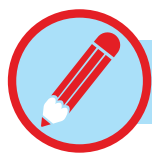
Due to current public health conditions, BISD will offer virtual learning beginning August 25, 2020, based on the Cameron County Judge Eddie Trevino, Commissioners Court, and Brownsville Mayor Trey Mendez, mandate that school buildings remain close to students until September 8, 2020.

Families may continue to request remote learning for the entire semester or entire year. The parents must commit to remote learning beginning August 10, 2020. A student who commits to remote learning, may not return to face to face instruction until the end of the six weeks period, Students who attend face to face learning, may choose to move to remote learning also at the end of each marking period. The district will develop a module course for parents titled, Virtual Learning Online Course that must also be viewed by parents who request distance learning (<https://bisdpro.weebly.com/parent-resources.htm>). The course will be available on August 3, 2020 on the district main website.





## **BISD TIMELINE**

<b>SCHOOL YEAR 2020-2021</b>	<b>HIGHLIGHTS</b>
<b>August 19 &amp; 20</b>	<b>Teacher virtual staff development</b>
<b>August 21</b>	<b>District virtual staff development</b>
<b>August 24</b>	<b>Teachers will prepare classrooms for virtual learning on a voluntary basis.</b>
<b>August 25</b>	<b>First day of school to be virtual until further notice.</b>
<b>December 18</b>	<b>Last day of first semester</b>
<b>January 4</b>	<b>District staff development (in person or virtual)</b>
<b>January 5</b>	<b>Teacher preparation day</b>
<b>January 6</b>	<b>First day of school</b>
<b>June 10</b>	<b>Last day of class for students</b>
<b>June 11</b>	<b>Last day for teachers</b>



## LEARNING MODES

The school district will offer face to face instruction as well as remote learning (synchronous/asynchronous). Parents can choose to send their child to school or keep them home for distance learning. Parents will need to commit to distance learning two weeks before the start of the school year. Parents who choose distance learning and wish for their child to switch to face to face learning, the student would need to wait until the end of the marking period to change to face to face learning.

<b>Face To Face Instruction (To be determined)</b>	<b>Remote Learning</b>
<p>Students will adhere to a specified schedule provided by the school and they will be physically present in the classroom and are guided by the teacher through methods such as whole group learning, individual learning, guided practice and independent practice, following all health and safety measures.</p> <p><b>Hybrid Learning 9-12th Grade</b> Face to face instruction but the number of students attending is lower due to students attending two days face to face and 3 days remote.</p>	<p><b>Synchronous Learning 3rd-12th Grade</b></p> <p>Instruction between teachers and students through the computer or other electronic devices during a specific time of the day</p> <p><b>Asynchronous Learning Pre-K-12th Grade</b></p> <p>On demand instruction will be provided to students. Students will complete the daily assignments via a Learning Management System or telephone.</p>
	

## SYNCHRONOUS AND ASYNCHRONOUS LEARNING:

Students will start the school year through remote learning modes. The students will need to have access to the internet and a device in order to be able to interact live with the teacher. For asynchronous learning, students need to be able to utilize the learning management system but can also participate in class utilizing smart phones, email, or other means of communication.

**Synchronous Instruction:** TEA defines it as a two-way, real-time/live, virtual instruction between teachers and students when students are not on campus. In this method the students are required to meet the following minutes virtually:

Pk-2

3-5 180 minutes

6-12: 240 minutes

The students must be “present” virtually utilizing a computer or other electronic device or over the phone. The instructional method must address the required curriculum, per TEC 28.002.

**Remote Asynchronous Instruction:** TEA defines this as instruction that does not require having the instructor and student engaged at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various forms of digital and online learning, such as pre-recorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. The instructional method must address the required curriculum, per TEC 28.002.

## **SYNCHRONOUS LEARNING PROTOCOLS:**

### **Required:**

- Synchronous learning occurs when learners and instructors are interacting in real time, typically through delivery platforms.
- Students must adhere to a schedule for engagement in the classroom and to be counted present.
- Parents must commit to distance learning in writing.
- Progress monitoring is required for synchronous learning.
- TEA will not allow synchronous learning for PK-2.

## **ASYNCHRONOUS LEARNING PROTOCOLS:**

### **Required:**

- Asynchronous learning is an instructional design that allows students to access content or participate in learning outside of the classroom and at their convenience.
- The distance learning platform must have the ability to identify when students log-in for attendance and progress monitoring.
- The instructor must communicate with student on a daily basis via email, telephone, learning platform, etc.
- Progress monitoring is required for all asynchronous learners.
- TEA allows asynchronous learning for PK-12.

## **FACE TO FACE INSTRUCTION:**

Prior to campuses opening-up to employees, parents, students, and community, the campuses will be thoroughly disinfected in accordance with health guidelines. The campuses will also be equipped with the necessary disinfecting supplies and personal protective equipment (ppe).



## ENROLLMENT:

New student enrollment will be completed online at [www.bisd.us](http://www.bisd.us). Parents can reach out directly to the requested school of enrollment for further assistance.

- Parents can find their zoned school and its contact information at [www.bisd.us/Directory/Zoning Maps](http://www.bisd.us/Directory/Zoning%20Maps)
- Parents who are new to BISD and are interested in enrolling their child/children in a school outside their attendance zone may apply for an Intra-District transfer until August 1<sup>st</sup> (as per FDB (LOCAL)).
- Intra-District transfer applications are available at [www.bisd.us](http://www.bisd.us) or Pupil Services website.
- Parents who reside outside of BISD boundaries and wish to attend a BISD school may fill out an Inter-District application.
- Inter-District applications are available at [www.bisd.us](http://www.bisd.us) or Pupil Services website. For more information or to request assistance you may contact Pupil Services at (956)544-3966.
- BISD is working to digitize completion and submission of enrollment package.
- Spots are still available for Pre-Kindergarten. Specific availability is available at [www.bisd.us](http://www.bisd.us).
- Parents should contact the requested school for additional information and space availability.

All currently enrolled BISD students will be rolled over to their zoned campus and are not required to complete any additional enrollment paperwork.

## ATTENDANCE:

Students who participate virtually (synchronous or asynchronous) through Seesaw or Google Classroom and submit required assignments are considered “present” and will not be marked absent. Per Texas Education Code (TEC 25.092), students must attend 90% of the day a course is offered (with some exceptions) in order to be awarded credit for the

course and/or to be promoted to the next grade level. This requirement remains in force during the 2020-21 school year.

### **Attendance Policy**

To be considered “present” and not be marked absent students must meet one or more of the following learning requirements:

- Participate via Seesaw or Google Classroom and complete independent reading or work assignments.
- Interact with teacher virtually via Seesaw or Google Classroom as part of a live or small group instruction.
- Complete and submit assignments via Seesaw or Google Classroom. When unable to submit via the Learning Management System, students can submit assignments via emails, photos, phone conference or other forms of documentation.

Students who have not met at least one of these requirements by the times listed below will be marked absent.

Elementary: 3:15 PM

Middle School: 3:00 PM

High School: 4:30 PM

The student’s absence can be resolved if the student is able to complete one of the three requirements listed above by 11:59 PM on that same day.

### **GRADING POLICY:**

- Grades will be recorded by teachers through the district Student Information System.
- Grades will be calculated in accordance with the 2020-2021 Elementary and Secondary Grading Policy.
- Dual Enrollment courses will be subject to the grading policies of both the district and the Institution of Higher Education.

- Teachers will record grades in accordance with the district grading policy. Grades will be available for students and parents to view through the BISD Home Access Center (HAC).

Teachers will be provided training and guidance on the recording of remote learning grades and the grading policy for 2020-2021. Teachers must ensure they follow the 2020-2021 Grading Policy for both face to face and remote learning students in order to ensure consistency.

## PROGRESS MONITORING:

Teachers will continue to utilize Tango Central, Eduphoria, and the Online Grading System to ensure progress monitoring of students.

- The learning management systems to be utilized for the 2020-2021 school year are Seesaw PK-2 or Google Classroom PK-12. The dual enrollment programs may utilize other learning management systems such as Canvas. These systems can also be utilized for progress monitoring and for teachers to make decisions for tutorials, remediation, and interventions.
- Data systems (Tango and Eduphoria) will be utilized to collect check point and benchmark data for progress monitoring.
- Data collected will be utilized to identify students needing additional supports and interventions.
- District level departments will utilize student data to implement additional support and interventions for campuses deemed as “focus” campuses.





## STUDENT SUPPORTS

### **SPECIAL POPULATIONS SUPPORT AND SERVICES**

The Brownsville Independent School District will continue to provide educational opportunities to the general student population during the closure, the school must ensure that students with disabilities also have equal access to the same opportunities, including the provision of Free and Appropriate Public Education (FAPE). The district will ensure that, to the greatest extent possible, each student with a disability will be provided the special education and related services identified in the student's Individual Education Plan (IEP) or Section 504 Plan.

- Students receiving special populations services will continue to receive technology, services, accommodations, and modifications required by the student's IEP or Section 504 Plan.
- The district will continue to identify, locate, and evaluate students who have or may be suspected of having a disability and need for special education.
- The Special Education and Section 504 Department will continue to provide auxiliary instruction, support services, accommodations and/or related services via digital/learning platforms for all students.
- ARD or Section 504 Committees will continue to meet to determine the individualized educational needs of students who receive special education or Section 504 Services.
- Parents will be given the opportunity to attend ARD or 504 meetings virtually and will receive digital or hard copies of their student's IEP or 504 Plan.
- Parents of students served by specialized special education programs will receive individualized support from a special education case manager to ensure their student's needs are met.
- Parents of Gifted and Talented students will continue to attend virtual GT meetings.

## **SOCIAL - EMOTIONAL SUPPORTS:**

The Guidance and Counseling Department will continue to provide guidance lessons at all grade levels on topics that include mental health, inter/intra personal effectiveness, post-secondary readiness and personal health / safety utilizing online learning platforms.

- Lessons will emphasize techniques in mindfulness, meditation, positive coping skills, stress management and other topics that support the mental health and well-being of students.
- School Counselors will continue to promote mental health hotlines, online support services and community mental health referrals for counseling services to BISD students and families.
- Each campus is equipped with a student support team that is trained to identify and respond to students who make an outcry of harm to self or harm to others. The support team will collaborate with students and their families for appropriate mental health services and follow-up support.
- Counselors will provide outreach services to include individual and group counseling while utilizing online platforms.
- Counselors will continue to provide individualized planning services and interventions for personal and academic development.
- Professional Development will continue to be offered to school staff to ensure school administration, counselors, teachers and staff are equipped to support students in crisis.
- Crisis protocols have been developed for teachers and campus staff to report suspected abuse or harm to students while in a remote learning environment.

## **BILINGUAL SUPPORTS:**

English learner populations will continue to receive language, instructional, accommodations, and technology support.

- English learners will continue receiving instruction from teachers trained on Bilingual/ESL instructional strategies for all core content areas. Language Proficiency Assessment Committee (LPAC) instructional aides will collaborate with teachers and continue to support English learners to meet their language acquisition and academic needs.
- English learners will continue receiving support through multiple educational digital platforms.

- LPAC committees and teachers of English learners will continue to identify and monitor English learner academic performance, attendance, and discipline.
- The Bilingual / ESL program will continue to collaborate with parents of English learners to review student placement, progress, and support for language acquisition and academic success.
- The Bilingual/ESL Department will host virtual parent informational meetings and events (Annual English Learner Parent Symposium and Family Community Engagement activities).

## COLLEGE AND CAREER READINESS

### **Gifted and Talented/AP:**

Gifted and Talented students will continue to be serviced by qualified GT teachers at all levels virtually. At the elementary students will be grouped homogeneously by grade level. Middle school GT students will be serviced in the academic core areas through honors courses. High school GT students will be serviced through core academic honors courses, dual enrollment courses, and/or AP courses. Dual enrollment and AP courses will be offered virtually, and students enrolled in an AP course will be encouraged to challenge the AP exam(s) in May.

### **Dual Enrollment/ECHS/TSI:**

The dual enrollment/ECHS program will continue at the District's ECHS campuses with the goal of all BISD students graduating college ready and having the opportunity to graduate with an Associate Degree. All middle and high school campuses will continue to be TSI testing sites with ECHS campuses offering students multiple avenues for TSI prep.

## **POST SECONDARY SUPPORT:**

The Guidance and Counseling Department will continue to support students to prepare for the postsecondary college, military and career planning process.

- The Career Placement Officers will provide ongoing support for students to access college / career exploration and placement opportunities for CTE endorsements / programs of study, certifications and internships.
- All grade levels will receive college planning information via classroom lessons.
- Middle school and high school students will have information and support to register for college dual enrollment courses to complete college courses on the common core plan and/or an associates degree.
- Each student will participate in a senior interview that includes a checklist for postsecondary planning to include completion of a college application and financial aid application.
- Counselors and Go Center (college access) staff will continue to reach out directly to students and families to assist them through the postsecondary planning process.
- BISD continues to partner with institutions of higher education to support the student in the college planning process including completing a college application, submitting a financial aid application, scholarship application and registration for necessary college testing.
- Students will have access to communication with military recruiters and college representatives via virtual college fairs and virtual college tours.

## **PARENT AND FAMILY ENGAGEMENT SUPPORTS:**

Parents will continue to receive information, training and resources available in the district, campus and community utilizing a variety of communication tools.

- Parents will participate in virtual training/meetings or view pre-recorded sessions independently.
- Data collected through parent surveys will help identify family needs to be addressed.
- Update and monitor parent/guardian contact information on eSchools.
- Continue to support Parent Liaisons and campuses with the tools necessary to conduct parent/guardian contact and reporting.
- Continue to provide information for parents through the district's parent notification system.

- Continue to provide campus staff with ongoing training on documenting parent/guardian/student contact on eSchools.
- Parent and Attendance Liaisons will continue to conduct parent contact in areas, but not limited to; home visits, emails and phone calls.
- Monitor student attendance through daily attendance dashboards and contact reports.
- Continued collaboration with district and community partners in providing information of resources available to families.







# STUDENT SAMPLE SCHEDULES

Below are samples of of Elementary and Secondary Student Schedules

## Elementary Student Schedule



### Brownsville Independent School District 2020-2021 Master Schedule Elementary Asynchronous (Async) Instruction with Live Touch Points (Sync) &

Intermittent Closure Plan: USE 15 minutes from Asynchronous TO Synchronous instruction to Math Period = 180 Sync minutes (slide #44 TEA Planning Guidebook)

ASYNCHRONOUS *ADA Coding with Live Touch Points Throughout the Day		Pre-Kinder P3/P4	Kinder	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>*Daily Progress Measure (1). LMS- Seesaw/Google Classroom (2). Daily T/S Interactions (3). Assignment Completion</b>								
Period 1	8:05 – 8:50 45 min	<b>Reading ELAR Math Science Social Studies</b>  <b>Tier 1</b>  10:30-11:00 PE (4 Days) 30 min Synchronous/Asynchronous	<b>Reading ELA</b>  45 min Synchronous	<b>Reading ELA</b>  45 min Synchronous	<b>Reading ELA</b>  45 min Synchronous	<b>Reading ELA</b>  45 min Synchronous	<b>Reading ELA</b>  Synchronous 45 min	<b>PE (min. 4 Days) Art/Music/Library/Counselor (1 Day)</b>  30 min Sync / 15 Async
Period 2	9:00 – 9:45 45 min		<b>Reading ELA</b>  45 min Asynchronous (RtI Tier 2 & 3 small group inst.)	<b>Reading ELA</b>  45 min Asynchronous (RtI Tier 2 & 3 small group inst.)	<b>Reading ELA</b>  45 min Asynchronous (RtI Tier 2 & 3 small group inst.)	<b>Reading ELA</b>  45 min Asynchronous (RtI Tier 2 & 3 small group inst.)	<b>PE (min. 4 Days) Art/Music/Library/Counselor (1 Day)</b>  30 min Sync / 15 Async	<b>Reading ELA</b>  45 min Synchronous
Period 3	9:55-10:40 45 min		<b>Math</b>  30 min Synchronous 15 min Asynchronous	<b>Math</b>  30 min Synchronous 15 min Asynchronous	<b>Math</b>  30 min Synchronous 15 min Asynchronous	<b>PE (min. 4 Days) Art/Music/Library/Counselor (1 Day)</b>  30 min Sync 9:55-10:25 / 15 Async starting at 10:25	<b>Cont. ELAR</b>  Asynchronous 45 min (RtI Tier 2 & 3 small group inst.)	45 min Asynchronous (RtI Tier 2 & 3 small group inst.)
Period 4	10:50- 11:35 45 min		<b>Science</b>  30 min Synchronous 15 min Asynchronous	<b>Science</b>  30 min Synchronous 15 min Asynchronous	<b>PE (min. 4 Days) Art/Music/Library/Counselor (1 Day)</b>  15 Async 10:50-11:05 / 30 min Sync starting at 11:05	<b>Math</b>  30 min Synchronous 15 min Asynchronous	<b>Math</b>  30 min Synchronous 15 min Asynchronous	<b>Math</b>  30 min Synchronous 15 min Asynchronous
11:35 - 12:30 Student Lunch			11:35 – 11:50 Teacher Inst. Prep/Parent-Student Contact				11:50 – 12:20 Teacher Lunch	
Period 5	12:30 – 1:15 45 min	12:30 – 2:30 Asynchronous  Synchronous Small Group Activities and  <b>Tier 2 &amp; Tier 3</b>	<b>Social Studies</b>  30 min Synchronous 15 min Asynchronous	<b>PE (min. 4 Days) Art/Music/Library/Counselor (1 Day)</b>  30 min Sync / 15 Async	<b>Science</b>  30 min Synchronous 15 min Asynchronous	<b>Science</b>  30 min Synchronous 15 min Asynchronous	<b>Science</b>  30 min Synchronous 15 min Asynchronous	<b>Science</b>  30 min Synchronous 15 min Asynchronous
Period 6	1:25 – 2:10 45 min		<b>PE (min. 4 Days) Art/Music/Library/Counselor (1 Day)</b>  30 min Sync / 15 Async	<b>Social Studies</b>  30 min Synchronous 15 min Asynchronous	<b>Social Studies</b>  30 min Synchronous 15 min Asynchronous	<b>Social Studies</b>  30 min Synchronous 15 min Asynchronous	<b>Social Studies</b>  30 min Synchronous 15 min Asynchronous	<b>Social Studies</b>  30 min Synchronous 15 min Asynchronous
Period 7	2:20 – 3:15 55 min	K – 5 <sup>th</sup> Teachers - Continued Asynchronous Time – utilized for RtI/Parent Contact/Student Contact				PE & P3/P4 Teachers – Planning from 2:30 – 3:15 K – 5 <sup>th</sup> Teacher - Planning during 45 minute PE time		
Total 305 Instructional Minutes		180 Sync 145 Async	165 Sync 160 Async	165 Sync 160 Async	165 Sync 160 Async	165 Sync 160 Async	165 Sync 160 Async	165 Sync 160 Async

Teacher: Async Instruction throughout day to be utilized for RtI/Parent Contact/Student Contact

Updated 7/20/20

## MIDDLE SCHOOL SCHEDULE

**\*Note: On Fridays, we will alternate between Monday/Wednesday and Tuesday/Thursday Schedule.**

### 6th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday A/B*		Time
7:45am 9:15am	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	90 Minutes
9:15am 10:45am	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	90 Minutes
10:45m 12:00pm	5 <sup>th</sup> LUNCH	5 <sup>th</sup> LUNCH	5 <sup>th</sup> LUNCH	5 <sup>th</sup> LUNCH	5 <sup>th</sup> LUNCH		75 Minutes
12:00pm 1:30pm	6 <sup>th</sup> Period	7 <sup>th</sup> Period	6 <sup>th</sup> Period	7 <sup>th</sup> Period	6 <sup>th</sup> Period	7 <sup>th</sup> Period	90 Minutes
1:30pm 3:00 pm	9 <sup>th</sup> Period	8 <sup>th</sup> Period	9 <sup>th</sup> Period	8 <sup>th</sup> Period	9 <sup>th</sup> Period	8 <sup>th</sup> Period	90 Minutes

### 7th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday A/B*		Time
7:45am 9:15am	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	90 Minutes
9:15am 10:45am	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	90 Minutes
10:45m 12:00pm	6 <sup>th</sup> LUNCH	6 <sup>th</sup> LUNCH	6 <sup>th</sup> LUNCH	6 <sup>th</sup> LUNCH	6 <sup>th</sup> LUNCH		75 Minutes
12:00pm 1:30pm	5 <sup>th</sup> Period	7 <sup>th</sup> Period	5 <sup>th</sup> Period	7 <sup>th</sup> Period	5 <sup>th</sup> Period	7 <sup>th</sup> Period	90 Minutes
1:30pm 3:00 pm	9 <sup>th</sup> Period	8 <sup>th</sup> Period	9 <sup>th</sup> Period	8 <sup>th</sup> Period	9 <sup>th</sup> Period	8 <sup>th</sup> Period	90 Minutes

## 8th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday A/B*		Time
7:45am 9:15am	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	90 Minutes
9:15am 10:45am	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	90 Minutes
10:45m 12:00pm	7 <sup>th</sup> LUNCH	7 <sup>th</sup> LUNCH	7 <sup>th</sup> LUNCH	7 <sup>th</sup> LUNCH	7 <sup>th</sup> LUNCH		75 Minutes
12:00pm 1:30pm	5 <sup>th</sup> Period	6 <sup>th</sup> Period	5 <sup>th</sup> Period	6 <sup>th</sup> Period	5 <sup>th</sup> Period	6 <sup>th</sup> Period	90 Minutes
1:30pm 3:00 pm	9 <sup>th</sup> Period	8 <sup>th</sup> Period	9 <sup>th</sup> Period	8 <sup>th</sup> Period	9 <sup>th</sup> Period	8 <sup>th</sup> Period	90 Minutes



## HIGH SCHOOL SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday A/B Schedule	
8:50-10:20	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	1 <sup>st</sup> Period	2 <sup>nd</sup> Period
10:25-11:55	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period
11:55-12:55  LUNCH*	LUNCH  5th	LUNCH  5th	LUNCH  5th	LUNCH  5th	LUNCH  5th	
1:00-2:30	7 <sup>th</sup> Period	6 <sup>th</sup> Period	7 <sup>th</sup> Period	6 <sup>th</sup> Period	6 <sup>th</sup> Period	7 <sup>th</sup> Period
2:35-4:05	9 <sup>th</sup> Period	8 <sup>th</sup> Period	9 <sup>th</sup> Period	8 <sup>th</sup> Period	8 <sup>th</sup> Period	9 <sup>th</sup> Period

\*Lunch periods are dependent on campus created schedules. If a campus has two lunch periods, they will combine both lunch periods for purposes of feeding face to face and remote students.



## FACE TO FACE INSTRUCTION

Prior to campuses opening-up to employees, parents, students, and community, the campuses will be thoroughly disinfected in accordance with health guidelines. The campuses will also be equipped with the necessary disinfecting supplies and personal protective equipment (ppe). All employees and students will undergo required training on

new **health and safety protocols** which include daily entry screenings, wearing of face shields and masks, hand washing protocol, and social distancing.



## TECHNOLOGY PROTOCOLS

The Brownsville Independent School District has purchased 21,000 additional Chromebooks to assist the campuses with technology needs. Additionally, the campuses have taken an inventory of the available devices at their campuses so the technology department can distribute the additional devices based on need. Some of these devices include Ipads and tablets. The district was awarded a grant, The Sprint Million Project, which has assisted the district in distributing hotspots to students.

When the district closed due to the pandemic, The Spring Million Project Grant assisted us in modifying the grant requirements so the district could provide hotspots to elementary and middle school students as the grant was only for high school. Out of the 3,342 hotspots provided to the high schools during the 2019-2020 school year, 351 hotspots were sent out PK-8th grade upon request. The rest were provided to high school students. These hotspots may be kept by the student for the remainder of their public school education and on through college.

Parents who are in need of a technology device should contact their children's school prior to the start of the school year.

The school district will continue to support parents through the BISD technology hotline. The campuses also have a person designated to assist the parents with technology and software program needs. Please contact the school for the hotline number.

Online modules to assist the teachers, parents, and students with additional training may be found on the district main website, [www.bisd.us](http://www.bisd.us).



## EXTRACURRICULAR PROTOCOLS

Extracurricular activities will follow the same safety protocols employed on campus during the school day, with school-based extracurricular activities resuming when face to face instruction begins.

All student assemblies are postponed until further notice. Travel and field lessons as well as college visits will be completely virtual until we return to face to face instruction and all travel related activities and field lessons will need approval from the assistant superintendent, deputy, and superintendent.



## FINE ARTS PROTOCOLS

As we begin the new school year, all BISD Fine Arts instruction will continue via online platforms. Fine Arts education plays a critical role in supporting the social and emotional needs of students. Our directors and staff will continue to provide a pathway for students to express themselves in a safe and positive way.

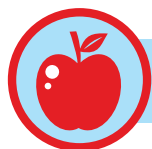
Our plans will be adjusted as COVID-19 conditions change. Once our local health officials and our BISD administration clear our staff and students to return to face to face instruction, our guidelines will be reviewed, practiced, and documented to ensure all stakeholders are informed, trained, and prepared for our rehearsals and possible performances.



## ATHLETICS PROTOCOLS

All athletic instruction will continue using virtual platforms. Coaches will continue to work with our athletes on sport strategy, strength and conditioning, character development, and nutrition. Coaches will receive instruction from state and local health organizations to ensure all staff and students remain healthy and safe.

Once our local health department and our BISD administration clear our staff and students to return to face to face instruction, Athletic Return to Play protocols will be reviewed, practiced, and documented to ensure all stakeholders are informed, trained, and prepared.



## STUDENT MEALS PROTOCOLS

All Elementary Campuses will be open and offer curbside meals from 10:00am to 1:00pm. Students will not need to be in the vehicle. BISD FNS can ONLY feed BISD enrolled students during the school year. Parents will receive a hot lunch and a cold breakfast . Parents must bring their enrolled child's barcoded ID letter provided by the school district. The barcodes must be prominently displayed on the windshield to allow FNS to scan each barcode to verify enrollment and provide contactless meals to the parent or guardian. If the parent does not have their enrolled student's ID Barcode, we will ask the parent to move to the side to obtain the student's name, ID number if known, Date of Birth, address and home campus and try and find the student's ID Barcode number to ensure they have faster access to meals the following day. The parent will pick up the pre-packed, heat sealed, three(3) compartment tray and will be allowed to select, by pointing, their choice of milk, fruit and second vegetable (none of which are required to be taken or selected). FNS will then scan the barcode in order to maintain the integrity of the program of one meal type (Breakfast and Lunch) per student.



## TRANSPORTATION PROTOCOLS

Transportation support plan and protocols :

- Phase 1: Support the delay of reopening on-campus instructions (all online instructions) by placing drivers to work at different locations; District Schools, buses with internet HOTSPOT locations, and/or Food and Nutrition Services Department or any other location as required.
  - Time of Duration: 4+ weeks & as required..

- Phase 2: Provide tailored support as required by the district's school reopening plan moving ahead with; on-campus instructions with online instructions and/or a combination of both.
  - Time of Duration: TBD
- Phase 3: Move to a full Support of the legacy or traditional transportation requirements for on-campus instructions once approved by the Superintendent.
  - Time of Duration: TBD

### **Transportation Protocols by phase:**

#### Phase 1:

- Staff is required to report to the assigned location until further notice.
- Staff are required to use protective masks.
- Staff are required to maintain social distancing and exercise hand washing.
- Follow all District protocol for this pandemic reporting procedure.
- PPE is provided by the district.

#### Phase 2 and 3:

- Transport students according to CDC/TEA/District guidelines.
- Drive with windows down.
- Sanitize the bus after each run.
- Implement and support the district's monitoring and checking of students to make sure students wear the mask and keep the proper social distance.
- Driver assigns seat to students.
- Follow the reporting protocol when a student or employee is found to be infected with COVID-19 or is reported by the parent.
- Follow all instructions from the school as far as loading and unloading students at the schools.
- If a rider, student or driver is positive for the virus, the bus will be sanitized immediately.





## COMMUNICATION PROTOCOLS

BISD is committed to educating parents, students, staff, and stakeholders about the BISD 2020-2021 Reopening Plan in advance of the start of the upcoming school year. The plan will be translated into Spanish and distributed using a variety of communication channels.

- Emails and phone messages
- Blog posts
- Websites
- Community and staff meetings
- Social media
- News media
- Parent guides
- Principal toolkits

The Reopening Plan and all associated information will be available on the district's dedicated Reopening Page: <http://www.bisd.us/reopening.html>



## STAFFING PROTOCOLS

- BISD employees will continue to meet the work expectations set by their employers, subject to any applicable employment contract terms.
- School teachers and staff should be trained specifically on the protocols outlined in this document as it is in adherence to TEA guidelines. The Texas Agri-Life Extension offers a free course on Special Considerations for Infection Control During COVID-19. This is a 2 hour course intended to frontline childcare workers, these principles also apply to those working in school settings,
- Campuses should attempt to reduce in-person staff meetings or other opportunities for staff to congregate. When a meeting is necessary, ensure that they are held in locations where people can social distance and everyone must follow the mask/face shield protocols. Try as much as possible to hold meetings through electronic means using systems such as Zoom or Microsoft Teams



## SAFETY PROTOCOLS

### FACE TO FACE INSTRUCTION

Before school buildings reopen, employees, parents, students and community members, the campuses must be thoroughly sanitized and all CDC guidelines, health protocols, and TEA health guidance protocols will be reviewed and implemented. The safety protocols include required and recommended protocols. Mitigation includes both recommended and required practices to reduce likely spread inside the school buildings.

Safety Protocols will be implemented for the face to face learning mode. Safety protocols are required and recommended practices.

- Required protocols will be in place In order to minimize the risks of exposure of COVID -19 for students, staff and families. These protocols are considered the minimum level of implementation and the District may not be less restrictive.
- Recommended protocols are additional strategies that schools may choose to use to minimize the spread of COVID-19. Not all recommended practices will be possible in all settings, and therefore should be tailored based on campus layout and grade level served.

### ENTRY SCREENING PROTOCOLS

All employees, students, parents, and essential visitors will undergo daily screenings conducted by screening monitors within each location. The following guidelines will be implemented to ensure effective screening at start of day and based on enrollment:

500 or less:	5 Monitors
1000 or less:	10 Monitors
2000 or less:	15 monitors
2500 or more:	20 monitors

When asking individuals if they have symptoms of COVID-19, administrative staff or district nurses must only require the individual to provide a “yes” or “no” answer to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. Additionally, as per TEA guidelines, school districts are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic. Screening questions can be found on page 34.

If the screening yields a “yes” response to any symptom questionnaire, the employee will be sent home and a student will be escorted to a holding room until the parent or guardian is able to pick them up. If the employee or students tests positive, they will need to meet the criteria for re-entry. All of the questionnaires will be destroyed for the employee who has been cleared to re-enter the school building.

## STUDENTS

- Temperature checks and symptom questionnaires will be done in the morning, prior to entering the building.
- Students that are displaying symptoms will not be allowed to enter the classroom and will be escorted to the holding room.

## FACULTY AND STAFF

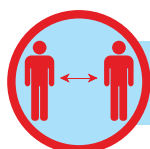
- Teachers/Staff are required to self-screen every day, prior to the start of school day.
- Temperature checks will be conducted with all staff every morning as well as questionnaires.
- Teachers/staff displaying symptoms will not be allowed on campus. Teachers will only be allowed back with doctor’s clearance. Nurse will make a determination.
- Teachers/staff who have tested positive for COVID-19 must remain off campus until they meet the criteria for re-entry. Teachers and staff must also report to the administration if they have had close contact with an individual who is lab-confirmed with COVID-19 as defined later in this document. They must remain off campus until the 14th day incubation period has passed.

## PARENTS

- Training provided for parents through parental involvement on Covid-19 symptoms and safety protocols.
- Parents will need to fill out a symptom questionnaire prior to entering the building and undergo a temperature check.
- A parent who tested positive for COVID-19 will not be allowed to enter the building.

## VISITORS

- Temperature checks will be conducted for all visitors entering the building.
- Symptom questionnaires must be filled out.
- A visitor who has tested positive for COVID-19 will not be allowed in school buildings until they have met the criteria for reentry.
- Non-essential visitors will not be allowed in the building.
- Employees who work at the central office or CAB will be screened upon entering their work location and will not need to be re-screened when they visit the schools. If any central office or CAB employee reports directly to any of the school buildings, they will be required to undergo the screening at the visiting school.



## PHYSICAL DISTANCING PROTOCOLS

- BISD will have social distancing floor/seating markings throughout campus.
- Class sizes will be reduced when applicable.
- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate (e.g., during lunch, arrival and dismissal, restrooms, locker rooms, etc.).
- Ensure that each campus has one entry and one exit for students. If the enrollment is large, assign teachers by grade level and by hallway so that for example, all 6th grade students are located in the same hallway and they enter the campus through the closest hallway adjacent to their classrooms. Another example would be bussed students who enter from one hallway. They can enter the hallway, go to their classroom and at the end of the day, exit the hallway closest to the bus.
- Stagger arrival and dismissal times to minimize crowding. Student pick-up and drop-off should occur outside.
- Utilize visual cues, posters, and barriers to direct traffic flow and demonstrate social distancing.

- Divide entry points rather than channeling all students through the same entry and exit spaces.
- Provide daily/frequent reminders of social distance through announcements and social media.



## PERSONAL PROTECTIVE EQUIPMENT PROTOCOLS

- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
- Schools are required to comply with the Governor Greg Abbott executive order regarding the wearing of face masks.
- Students, staff, parents and all community members must wear masks at all times while in any location of district campuses and offices.
- The Texas Education Agency will be providing masks for school personnel and for students who forgot to bring a mask to school or are in need of a mask.
- Students and staff are welcome to wear face shields along with the masks. While participating in some non-UIL athletic or extracurricular activities, it may be impractical for some students to wear masks or face shields. Students will need to wear the face masks or face shields when entering or exiting facilities and practice areas and when not actively engaged in those activities. Schools will allow students to remove their masks or face shields when actively exercising as long as they maintain social distancing or at least six feet of distance from other students, teachers, or staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain social distancing.



## CLEANING AND DISINFECTING PROTOCOLS

Facilities, Maintenance and Operations Employees along with campus level custodians will ensure all school buildings are disinfected properly and in accordance with local, state, and federal guidelines. The district has worked diligently to equip the campuses with equipment and materials necessary to disinfect all spaces in the schools.



## CAMPUS PROTOCOLS

### REQUIRED:

- Ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used.
- Develop processes to frequently check and refill supplies at the point of use (e.g., hand sanitizer available near shared equipment, hand sanitizer near school building entrances/exits, etc.).
- Build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities.
- Use posters to promote health etiquette expectations in highly visible locations.

### COVID-19 PROGRAM COORDINATOR

- Each campus will assign COVID-19 Program Coordinator. The COVID-19 coordinator will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students/families, school and district leadership, and local health officials.
- The COVID-19 Coordinator will monitor COVID-19 Status at the campus. Coordinator will ensure appropriate notification is provided in a timely manner.

### CAMPUS PROTOCOLS TO REDUCE VIRUS SPREAD

Classrooms will be reconfigured to ensure to the extent possible, social distancing at least 6 feet of space. Some school areas will not be able to meet this recommendation but campus administrators will ensure these recommended guidelines are followed in areas that can be reconfigured. As the CDC guidelines are updated as well as State and Local guidelines, the district will ensure that to the extent possible, these guidelines are adhered to in areas where students are present.

- Schools will ensure they have accurate contact information for the parents of students enrolled at their schools. Any form of communication with respect to these guidelines or any COVID-19 information, will be sent to parents in their language preference.

- Campus employees and students must follow all of the required protocols as they pertain to the schools in this plan.
- Students will not be allowed to share any personal belongings, technology devices, supplies, materials, water bottles, costumes, or uniforms.
- Create a routine for environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day. Increase the frequency of disinfection during high-activity periods during the school day.
- Shared workspaces will be equipped with plexiglass as well as areas where visitors frequent such as the reception area of each school.
- Restrooms will be frequently sanitized as per schedule recommended by the Maintenance Department. As previously mentioned, it is highly recommended that each campus has a monitor assigned to limit the number of students in the restrooms and ensure social distancing is enforced.
- The playground areas will not be open until they are deemed safe for use. Once they have been cleared for usage, social distancing and frequent sanitizing will be done in all areas of the playground.
- Assign a restroom custodian that will disinfect the restrooms in between classes.
- Restrooms will have a checklist displayed in every bathroom to document cleaning times.
- All water fountains will be closed. Students are encouraged to bring their own bottled water.



## EMERGENCY DRILL PROTOCOLS

BISD will continue to follow all outlined district/campus safety protocols during emergency actions and emergency drills. These include drills related to fire, lockdowns, shelter in place, and evacuations.



## HYGIENE PROTOCOLS

- Schools should attempt to have hand sanitizer and/or hand washing stations with soap and water at each entrance. They should also attempt to provide hand sanitizer and/or hand washing stations with soap and water in every classroom.
- Students, teachers, staff, and campus visitors should be encouraged to sanitize and/or wash hands frequently.
  - ❖ School systems are encouraged to have students engage in supervised handwashing for at least 20 seconds at least two times each day, in addition to being encouraged to wash hands after using the restroom and before eating.
  - ❖ School systems are encouraged to teach students good handwashing techniques.

- ❖ Students, teachers, staff, and campus visitors should 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.



## INFECTION PROTOCOLS

### CLOSE CONTACT

Close contact is determined by an appropriate health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;
- If either occurred at any time in the last 14 days at the same time the infected individual was infectious
- Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

### INDIVIDUALS CONFIRMED OR SUSPECTED WITH COVID-19

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 three days (72 hours) have 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); and at least ten days have passed since symptoms first appeared.

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) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

### **Identifying Possible COVID-19 Cases on Campus:**

- Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- School administration will need to designate a room to isolate a student who is displaying symptoms while they wait to be picked up. Do not utilize the nurse's station as other students who are ill and not COVID-19 positive might also be in the nurse's office.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as it is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

## **RESPOND: PRACTICES TO RESPOND TO A LAB-CONFIRMED CASE IN THE SCHOOL**

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

- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any campus activities.



## CLOSURE PROTOCOLS

Should the superintendent of schools order a campus close due to a confirmed COVID-19 case, the school will immediately switch to a virtual learning environment the next school day. Each campus should have a plan to transition to virtual learning. The distribution of devices, materials, teacher training, parent communication guidelines, and procedures for special needs students should be included in this plan.

Google Classroom and Seesaw will be the adopted districtwide primary platforms used for all campuses to minimize the overall number of technology platforms used and to avoid any confusion or delays in learning for families and students. Communication platforms such as Remind will only be used to communicate with students not for actual classroom teaching.

The district level and campus level employees will continue to utilize Microsoft TEAMS as a means to hold virtual meetings and to disseminate information from central office to campus level personnel.

The BISD Maintenance Department will train school level custodian departments how to utilize the Clorox Deep Cleaning machine as well as deep clearing procedures for disinfecting the campus. The superintendent of schools may close the campus a minimum of 1 to a maximum of 5 days.





## HEALTH SERVICES PROTOCOLS

### COVID-19 SYMPTOMS

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

### BISD TEACHER COVID KITS

Every teacher will receive a BISD Teacher COVID Kit which will include the following:

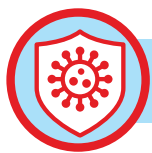
- Masks (disposable and washable)
- Gloves
- Thermometer
- Face Shields
- Disinfecting Spray
- Disinfecting Wipes
- Hand Towels



## COVID GAUGE

### City of Brownsville Threat Matrix

THREAT LEVEL	DEFINITION	ACTION	RESIDENT RESPONSE
<b>5</b> EXTREME	<b>LEVEL FIVE</b> signifies <b>NO</b> hospital capacity to treat <b>ANY</b> patients due to COVID-19 patients response or on diversion.	<b>RESTRICTED MOVEMENT</b>	Restrict movement out of home to emergencies only. Stay tuned to Notifications from Official Government or Regulatory Agencies for further actions. Travel or curfew restrictions may be applied.
<b>4</b> SEVERE	<b>LEVEL FOUR</b> signifies a severe and uncontrolled level of COVID-19 in Brownsville.	<b>STAY HOME</b>	Residents take action to minimize contact with others, avoid leaving home except for the most essential needs. Ensure adequate supplies of food and medicine are stocked at home. Travel or curfew restrictions may be applied.
<b>3</b> SIGNIFICANT	<b>LEVEL THREE</b> signifies an uncontrolled level of COVID-19 in Brownsville.	<b>MINIMIZE ALL CONTACTS</b>	Residents should minimize contact with others, limit to 10 people, avoiding any medium or large gatherings and only visiting permissible businesses that follow public health guidance.
<b>2</b> MODERATE	<b>LEVEL TWO</b> signifies a moderate, but controlled level of COVID-19 in Brownsville.	<b>STAY VIGILANT</b>	Residents should remain vigilant, but resume contact with others and resume leaving home.
<b>1</b> MINIMAL	<b>LEVEL ONE</b> signifies a minimal and controlled level of COVID-19 in Brownsville. Meaning new chains of transmission are limited and quickly broken.	<b>RESUME NORMAL ACTIVITIES</b>	Residents may resume normal contact with others unless sick.



## COVID-19 SCREENING AT NURSING SERVICES

Staff / Student arrives to the nursing office with symptoms (Nurse use PPE)

### **COVID-19 signs and symptoms over the course of disease:**

Fever, Cough, Nasal congestion or rhinorrhea, sore throat, shortness of breath, diarrhea, nausea, vomiting, fatigue, headache, myalgia, poor appetite, rash, red eyes, cracked/swollen lips, red/swollen tongue, swelling noted in hands/feet, stomach pain.

### **Nursing Assessment:**

VERBAL: Start of symptoms, recent travel, exposure to someone ill?

VISUAL: Rapid or difficulty breathing, red eyes, flushed cheeks, coughing

PHYSICAL: (USE PPE) Temperature over 100 degrees Fahrenheit or < Oxygen Sat.

**Student:** Isolate, contact parent, refer to doctor, notify Health Services Administrator for suspected COVID 19 cases and school administrator

**Staff:** Refer to their doctor and provide **Cameron County Health Department** phone number **956-247-3650** website <https://btxcares.com> , UTRGV 833-887-4863, notify Health Services Administrator for suspected COVID-19 cases (956) 698-0142.

**Employees must contact the Human Resources Department if placed in quarantine for suspected or positive COVID-19. (956- 548-8031)**

### **CALL EMS IMMEDIATELY (911)**

Trouble breathing

Persistent pain or pressure in the chest

Confused

Inability to walk or stay awake

Bluish lips or face

**In order to return to school/work a medical clearance is required**



## HEALTH SERVICES ACTION PLAN FOR REMOTE LEARNING

COVID-19 is a public health concern but the school nurses are specialists in public health. According to the National Association for School Nurses, “school nurses follow the Framework for *the 21<sup>st</sup> Century School Nursing Practice (NASN 2016)*, through the principles of Leadership, Standards of Practice, Quality Improvement, Care Coordination, and Community /Public Health”.

Activities that the school nurse will do while schools are closed due to the Pandemic caused by COVID-19.

### Leadership

- Stay current on COVID-19 information and appropriately answer questions of students, parents, staff, and administrators using the TEA guidelines and the CDC guidelines, and Brownsville Independent School District (BISD) policies and procedures and other resources.
- Offer guidance to students, parents, staff and administrators on the issues related to social distancing, wearing a mask, handwashing and hand-sanitizer use by using appropriate teaching tools according to their age.
- Have a list of resources available to share with students and families connecting them to the BISD district and the resources while schools are closed in combating COVID-19.
- Keep instructing students, parents, staff and administrators regarding COVID-19 and address any stress and anxiety by providing information regarding the illness making sure that they are aware of the inaccurate information in social media.
- Review BISD policies and procedures regarding communicable disease outbreak.
- Work with your data entry clerk and follow attendance rates. If a student is absent, call the parent and offer the help necessary for students to be attending their online classes.
- Be prepared in case of school closures to continue providing support to students, parents, staff and administrators.
- **Complete online trainings:** CPS, Epilepsy, Allergies (use of Epi-pen) Blood borne pathogens, Suicide Behavioral Threat.
- **Work on reviewing online registrations:** emergency cards, allergy forms, medical diagnosis, refer to 504 or SPED if necessary/
- **Check AED**

- **Calibrate Audiometer**
- **Complete Health Room Substitute form**
- **Immunizations:** Set up Immunization validation and run daily, review immunizations, send referral and call parents if delinquent.
- **Lesson plans for elementary students:** Diabetic training, dental care and growth and development (remember to email parents for permission or send letters before the lesson).

### Quality Improvement

- **Data collection:** Keep statistics of communicable diseases by using the weekly communicable disease report due every Tuesday at noon.
- **Data tracking:** Daily tracking of attendance, daily tracking of staff and students sent home with symptoms of Covid-19.
- **Data tracking:** in how nurses are following the students, by doing an Individual Health Care Plans according to diagnosis.
- **Data tracking:** of students with accommodation in the 504& SPED programs and keeping a list ARD meetings attended.

### Care Coordination:

- A primary service that the school nurse offers to students is to manage, prevent and reduce health issues by addressing existing medical diagnoses and generating an individual health care plan with the student, parents, teachers, counselor and their doctor.
- **Identify unmet needs:** Students with pre-existing medical diagnosis or mental health conditions may have stopped treatment either by running out of medications or for failure to keep their appointments.
- **Students with 504 accommodations:** May not have received the needed educational and related services.
- **Medically fragile students:** Review individual health care plans, obtain updates on the medical orders, coordinate with the rest of the school team to provide what is necessary for the student.
- **Follow the COVID-19 flow sheet for Health Services** once we come back to school in person.
- **Make sure you remind the parents that the health care provider, Emergency Room and 911 EMS need to be notified in advance if a patient has COVID-19 symptoms.**

## Community/Public Health

- The school nurse will provide health education for the school community.
- Assess that the CDC guidelines are being followed by staff, parents and students.
- Have posters where they can be seen by students, parents and staff.
- Have available education materials to reduce stigma regarding COVID-19.
- Remember to do all mandated training regarding flu, pertussis, asthma, diabetes, severe allergies (use of Epi-pen, seizure and immunizations).
- With the pandemic of COVID-19 there has been loss of jobs which requires the nurse to assess and refer as needed, do they have access to a medical provider, if they lack insurance then refer to Campus Care, refer to free school lunches for adequate nutrition, assess their housing situation and refer to the Homeless Youth Program.
- State mandated screening will be done once students return to in person school.
- **Students having problems with learning: (Referred by teacher)**
- Call parents and review with them for signs and symptoms of vision or hearing difficulties.

**Vision:** signs of possible vision difficulties

**1. Appearance of the eyes:** Crossed turning in our out, reddened watering, encrusted eyelids, frequent styes

1. **Complaints associated with using the eyes:** Clumsiness, headaches, Nausea, dizziness, burning or itching of eyes, blurred vision when looking up from close work, seeing objects double, undue sensitivity to light.
2. **Behavior:** Body rigidity while looking at distant objects at any time, thrusting head forward or backward while looking at distant objects, avoiding close work, short attention span, turning of head so as to use one eye only, tilting head to one side, placing head close to book or desk when reading or writing, excessive blinking, tending to rub yes, closing or covering one eye, squinting.



**Hearing:** signs of possible hearing difficulties

1. **Behavioral Signs:** Frequently asks to have things repeated, turns one side of the head toward the speaker, watches and concentrates on the speaker's lips, is inattentive in classroom discussions, tends to self-isolate, has a speech problem, has had severe illness lately.
2. **Physical Symptoms:** Breathing through the mouth, draining ears, dizziness, reports ringing, buzzing or roaring in ears.





## SCREENING QUESTIONNAIRE FOR COVID-19

**1. Have you had contact with anyone that you know**      **Yes**      **No**

**Who has been diagnosed with COVID-19?**

*\*Close contact is defined being within 6 feet for more than 15 minutes with someone positive for COVID-19 without a mask.*

*Having direct contact with infectious secretions from a person with confirmed COVID-19 without a mask (for example being coughed or sneezed on)*

**2. Have you had a positive-COVID test for active virus during the past 10 days?**      **Yes**      **No**

**3. Do you have any of these symptoms:**      **Yes**      **No**

Fever or chills  
Cough or congestion  
Shortness of breath or difficulty breathing  
Fatigue  
Muscle or body aches  
Headache  
Recent onset of loss of taste or smell  
Sore throat  
Nausea or vomiting  
Diarrhea

**If the answer is yes to any of these questions**

Do not let the student, staff or visitor enter the school. If the answer is yes to any of these questions

- Do not let the student, staff or visitor enter the school
- Immediately separate student/staff from other people
- Strong recommendation for timely testing for COVID-19
- Students or staff should be tested no sooner than 48 hrs after exposure.
- A clearance from a medical provider or the Cameron County Health Department is necessary to return to school or work.

# 10 things you can do to manage your COVID-19 symptoms at home

## If you have possible or confirmed COVID-19:

- 1. Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.


- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.


- 3. Get rest and stay hydrated.**


- 4.** If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.


- 5.** For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.


- 6. Cover your cough and sneezes.**


- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.


- 8.** As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.


- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.


- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.





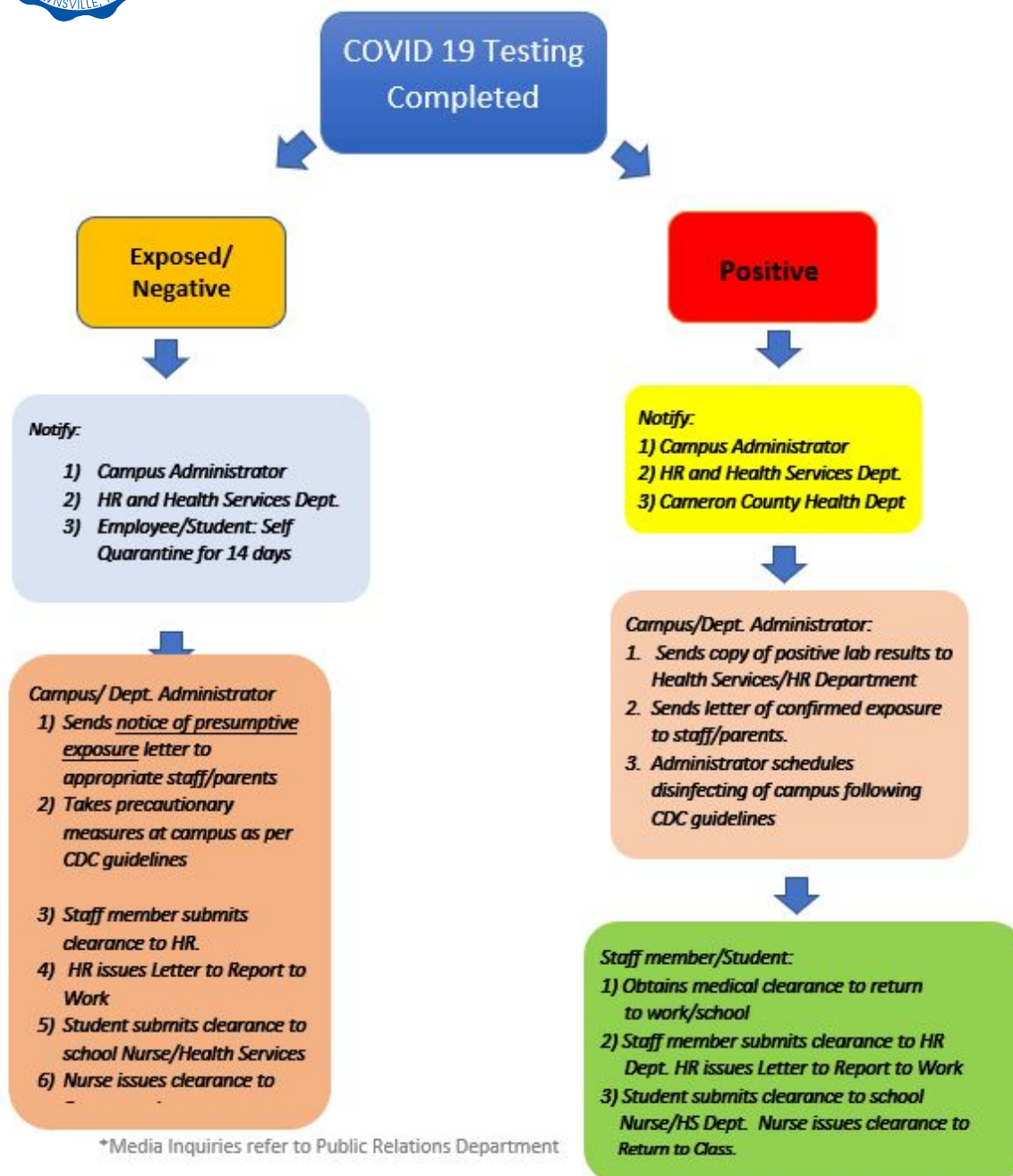
CS15022-A 04/11/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## Brownsville Independent School District

### COVID-19 District Procedures





References:

Centers for Disease Control and Prevention. (2020) ongoing Surveillance Resource Center. <https://www.cdc.gov/surveillancepractice/>.

Federal Emergency Management Agency. Emergency Management Institute. (2019, September 12). IS-100.C: Introduction to the incident command system, ICS 100.c

Ms. R-H, Nurse Minuto and the TAPA Leadership team 6-23-2020

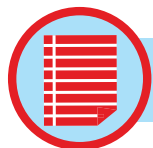
National Association of School Nurses. (2016). Framework for the 21<sup>st</sup> century school nursing practice, NASN School Nurse, 31,45-53. Doi:10.1177/1942602x15618644.

TEA SY 20-21 Public Health Planning Guidance July 17, 2020

Texas Department of State Health Services website

Vision, Hearing instructor manuals by Texas Department of State Health Services.

World Health Organization website



## APPENDIX / ATTACHMENTS

### Brownsville Independent School District

CAMPUS: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

School Type: Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_

The following checklist is to provide guidance and ensure that we are taking precautionary measures to provide a safe environment for all students and staff members during the COVID-19 pandemic.

#### Requirements

1. The campus implemented the BISD Strong Start Plan that includes the school's:
  - Safe Reopening Plan
  - Plans describing each of the events described below
  
2. The campus has plans that describe how it will:
  - Monitor on a weekly basis, COVID-19 guidance from CDC and TEXAS EDUCATION AGENCY
  - Limit the use of school facilities by external community organization
  - Limit nonessential visitors and volunteers from the campus.

3. The campus is prepared to support students with access and functional needs who may be at risk of becoming infected or having unrecognized illness:
- ❑ Review existing student health plans to identify students who may need additional accommodations
  - ❑ Identification of additional preparations for classroom and non-classroom environments needed for groups that might:
    - ❖ Have limited mobility or require prolonged and close contact with others.
    - ❖ Have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing.
    - ❖ Have the inability to communicate symptoms of illness
4. The campus is prepared to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- ❑ Use tissue to wipe nose and cough/sneeze inside a tissue or the elbow
  - ❑ Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom
  - ❑ Wash their hands for 20 seconds with soap and rubbing thoroughly after application and use paper towel
  - ❑ Use sanitizer when handwashing is not practical.
5. The campus has developed plans to ensure that staff and students wash their hands or use hand sanitizer frequently throughout the day.
- ❑ Provide regular and frequent access to handwashing facilities
  - ❑ Provide posters with visuals
  - ❑ Prevent congregation in restrooms
  - ❑ Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
6. The campus has developed plans to teach and reinforce the use of cloth face covering masks and face shields.
7. The campus has adequate supplies at hand to support the healthy hygiene behavior, including soap, tissue, face coverings and hand sanitizers.

8. Principals ensures staff uses face coverings and requires personal protective Equipment (PPE).

### **Intensify Cleaning, Disinfection, and Ventilation**

9. Principals ensures drinking fountains have been disabled and recommend students and staff bring their personal water.

10. The campus has developed plans that describe how frequently touched surfaces within the school will be cleaned and disinfected at least daily, and as practical frequently throughout the day. Frequently touched surfaces include but not limited to:

- Door handles
- Light switches
- Sink handles
- Restroom surfaces
- Tables
- Student desks
- Chairs

### **Implementing Distance**

11. The campus has developed plans that describe the measures used to maintain social distancing in the following settings as practical. If the school determines 6-feet is not maintained between students in one or more of the following settings, the plan describes the reason, physically distancing is not practicable for each setting and describes the measures that will be used to maximize the space between students.

- During daily symptom and temperature screening of students
- While students are entering campus and waiting for their first class to begin
- During meal periods
- Waiting for bus transportation



**Implementing Distance Continued:**

- During passing period
- Classroom instructional spaces
- Restrooms
- While students are exiting the campus
- Extracurricular and co-curricular programs if it pertains

12. The school plan uses the following measures when practical.

- Stagger arrival and departure times and locations
- Designate routes for entry and exit.
- Lunch schedules
- Put in place other protocols to limit direct contact with others as much as practical

13. The campus will ensure the following measures to the greatest extent practical:

- Students remain in the same space and in groups as small and consistent as practical. Keep the same students and teacher or staff with each group to the greatest extent practical.
- Minimize movement of students as much as practicable.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain social distance
- Implement procedures for turning in assignments to minimize contact
- Minimize the congregation in movement through hallways as much as practical, restrooms, etc....
- Limit the use of common areas such as cafeterias, libraries, locker rooms where practical. Stagger use, properly space occupants and disinfect in between uses.
- Serve meals in classrooms or outdoors instead of cafeteria or group dining rooms where practical.
- Limit nonessential visitors, volunteers and activities involving other groups at same time

14. The campus will develop plans to maximize space between sitting areas and desks.

- Distance teacher and other staff desks at least 6 feet away from student's desks if practical. If it is not practical, the campus has considered ways to establish separation of desks through other means such as but not limited to, partitions between desks, markings on classroom floors to promote distancing, or arrange desks in a way that minimizes face-to-face contact.

## High Quality Instruction

15. Campuses have created a new remote educational system which address the following:

- Asynchronous and Synchronous models when school attendance is not possible or is limited, teachers are ready to introduce a blended model that distributes educational time between in-person learning and distance learning or fully remote instruction.
- Age-appropriate student learning schedules with teacher in-put.
- Students and educators who lack sufficient access to the internet and hardware have been identified so as to assess the critical needs, develop solutions for equal access, and ensure virtual connectivity.
- Teachers have received the appropriate Professional Development before the school year begins and is ongoing. The training includes relevant content but also addresses the new instructional environment and practices.
- Student assessment will be evaluated to prioritize skills to close instructional gaps. Special effort will be needed for appropriate diagnosis of students' learning levels and needs given due to the pandemic.
- Assessments are student friendly and relevant instructional resources and support will be provided that are aligned to the Texas Essential Knowledge and Skills and to close instructional gaps.
- Special programs including Special Education, 504, Economically Disadvantaged, English learners, Gifted and Talented, and At-Risk, will be provided with supplemental services and resources to students to ensure successful teaching and learning.

## Limit Sharing

16. Campus will limit the use of shared objects and equipment, and when unavoidable, how items will be cleaned and disinfected between uses. (games, art supplies and library books, electronic equipment)

17. Keep the child's belongings separate and individually label storage containers, cubbies or other means. Belongings should be taken home each day to be cleaned when practical.

### **Train all STAFF and Educate Families**

17. The campus has a plan that describes how it will train all staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face covering
- Screening practices
- COVID-19 specific symptom identification
- Proper use, removal and washing of cloth face coverings

18. To the greatest extent possible, training should be provided virtually. If an in-person option is provided physical distancing, 6 feet, is maintained with use of a mask.

### **Check for Signs and Symptoms**

19. The campus has developed and is ready to implement daily symptom and temperature screening of all students, staff and visitors prior to admitting them to the facility.

- Will encourage all staff to self-check before coming to work
- Students who are sick or had close contact with a person who tested positive for COVID-19 must stay home.
- Conduct visual wellness checks throughout the day to monitor staff and students throughout for signs of illness

20. The campus has plans that describe how it will document /track incidents of possible exposure and notify the Assistant Superintendent, BISD Human Resources and Immediate Supervisor.

### **Plan for When a Staff Member, Child, or Visitor becomes sick**

21. The campus has developed a plan for responding when a staff member, child or visitor becomes ill. The plan describes how the school will:

- Use an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any student or staff exhibiting symptoms should immediately wait in an isolation area until they can be transported.
- Advise sick staff members not to return until they have met CDC criteria and are released by their medical provider..
- To reduce exposure, isolate areas used by any sick person and do not use until they are thoroughly cleaned and disinfected.
- Ensure that ALL students, including students with disabilities, have access to instruction when out of class as required by federal and state law.

### **Maintain Healthy Operations**

22. The campus has plans that describe how it will:

- Monitor staff attendance and have a roster of trained back-up personnel.
- Designate a staff liaison to be responsible for COVID-19 concerns.  
( COVID -19 Coordinator)
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and school closures while maintaining confidentiality as required by FERPA and state law related to privacy of educational records (COVID-19 Coordinator).**

# Notes

