

# TRINITY BASIN PREPARATORY

## Safe Return to In-Person Instruction and Continuity of Services (RIPICS)

Effective 01/10/22

**These procedures are developed in accordance with TEA, state, and federal guidelines. These procedures remain subject to change based on additional guidance issued by any authority governing Trinity Basin Preparatory.** A summary of these procedures will be made available to all TBP employees and families.

### Masks

TBP's guidelines regarding masks will comply with applicable government orders. Currently, all staff and students are encouraged to wear masks or face shields covering their mouths and noses while on campus, including during arrival and dismissal and while in school hallways.

Staff and students are encouraged to bring their own masks. However, TBP will make disposable masks available to any staff and students who want them.

### General Procedures for Staff and Students

- Each campus will have a point person to manage these procedures and all COVID-19 related issues that arise at their respective campus. The point person for each campus is as follows:

<b>Campus</b>	<b>Designated Point Person</b>
Ewing	Katelyn Bowman
10 <sup>th</sup> Street	Carson Baird
Jefferson	Melissa Peterson Williams
Ledbetter	Edith Martinez
Pafford	Audrey Mason
Panola	Leia Jobe
Mesquite	Isiah Manalo
Central Admin	Therese Dean

- All district staff must complete training on COVID-19 infection control measures.
- Students will be instructed in good handwashing techniques and given frequent opportunities to wash and/or sanitize their hands.
- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and then hands should be washed/sanitized.
- Staff and students are encouraged to remain as physically distant from other persons as possible when on TBP campuses and in TBP buildings.
- When practicable, classroom and bathroom doors will be propped open to reduce student and staff contact with doors.
- Parents are expected to remain outside during drop-off and pick-up. Parents and visitors will only be allowed in the building if their presence is required.

- Any non-emergency maintenance work will be scheduled during non-school hours.
- Non-essential district staff will be discouraged from visiting campuses during school hours.
- During the school day, campus staff will sanitize frequently touched places and areas, including door handles, common tables/desks, shared supplies, and high touch devices.
- Sanitizing wipes and/or spray will be available for use by staff as needed.
- After each school day, a cleaning crew will perform a deep clean and sanitization of every area of the building that was occupied that day.

### Screening

- Staff will be required to self-screen for COVID-19 symptoms before coming onto campus each day.
- Before coming onto campus, parents will be provided with the COVID-19 screening checklist and will be instructed to screen their child every day before sending them to school. If the child or anyone living in the home has tested positive for COVID-19 or experiences any symptom listed on the checklist, the parent will be instructed to contact the campus point person. In addition, when parents are dropping off students at school, staff members are encouraged to ask parents about COVID-19 symptoms when possible.
- Any individual suspected of having COVID-19 is not permitted to be on campus until further guidance is provided by TBP.

### Building Preparation

- Posters that promote protective measures will be posted at campus entry points.
- Classrooms will be set up so that student desks (or seats at a table) are placed as far apart as possible.
- Each student/staff entry point into a facility will have a hand sanitizer station. A hand sanitizer station will also be located in each classroom, in each bathroom, in each cafeteria, and at the front reception area.
- All cleaning products will be safely stored and secured.
- The front office will be staffed by a bilingual receptionist who will (1) communicate procedures to parents, employees, students and visitors, (2) ask screening questions as required herein, and (3) document building visitors.

### Arrival on Campus

- If practicable, multiple doors may be used promote separation of students entering and exiting the building.
- All employees, parents, and students will wash/sanitize hands upon entry to the building.
- Students who arrive at the campus early will be encouraged to practice social distancing while waiting outside for the doors to open. Once the campus opens for students, they will go to the cafeteria for breakfast or to wait to be escorted to their classroom.

### Breakfast and Lunch

- Students who wish to eat breakfast will go to the breakfast line and then find a designated spot to eat. Students who are not eating breakfast will wait for class to begin at a designated spot in the building.
- One class at a time will go to the cafeteria to pick up their lunch and then students will sit at a designated spot in the cafeteria to eat.
- Food service staff are encouraged to wear face masks at all times while on campus. Plexiglass dividers will be placed between all food service staff and students during food service times.

### Documentation of Students on Campus

- Each morning teachers will take attendance in Skyward in order to document who is in the classroom each day. If a manual attendance roster is required, the teacher should post it outside the classroom and a receptionist will pick it up. Teachers should not send students to the front office with the attendance rosters.

### Dismissal

- Dismissal procedures should be developed so that students maintain appropriate social distancing.

### General Health and Safety Procedures

- Students should engage in supervised handwashing for at least 20 seconds at least two times each day, in addition to after using the restroom and before eating.
- Students who are suspected to have COVID-19 while at school will immediately be removed from the class, escorted to the office and will wait in a room for their parents to pick them up. The door to the room should stay open so that staff can monitor the student, however any staff members who enter the room should take appropriate precautions.
- The room designated as the isolation room must be closed off and thoroughly disinfected once the student goes home.
- A staff member who is suspected to have COVID-19 while at work will immediately be sent home.

### Positive COVID-19 Test or Symptomatic **Student**

- Any student (regardless of vaccination status) who is suspected or confirmed to have COVID-19 must self-isolate until the below conditions have been met, as [required](#) by the Texas Department of State and Health Services (DSHS).
  - In the case of a student who was diagnosed with COVID-19, the student may return to the school program when all three of the following criteria are met (the “Student Rule of 3”):
    - at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications. Fever is a temperature of 100° Fahrenheit (37.8° Celsius) or higher); and

- the student has improvement in symptoms (e.g., cough, shortness of breath, etc.); and
    - at least ten days have passed since symptoms first appeared, or, where the student is asymptomatic, 10 days have passed since taking the COVID-19 test. If the student develops symptoms after testing positive, the student's 10-day isolation period must start over.
  - In the case of a student who is suspected to have COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the student is assumed to have COVID-19, and the student may not return to school until the student has completed the same three-step criteria listed above.
- If the student is suspected to have COVID-19 and wants to return to the school program before completing the above self-isolation period, the student must either (a) obtain a medical professional's note clearing the student for return based on an alternative diagnosis or (b) obtain a PCR acute infection test (at a physician's office, approved testing location (<https://tdem.texas.gov/covid-19/>), or other site) that comes back negative for COVID-19.
- Schools will immediately notify parents where a student is determined or suspected to be actively sick with COVID-19 or receives a positive test result for COVID-19 while on campus.

#### Positive COVID-19 Test or Symptomatic Staff

- Any teacher or staff member (regardless of vaccination status) who is suspected or confirmed to have COVID-19 must self-isolate until the below conditions have been met.
  - In the case of an individual who was diagnosed with COVID-19, the individual may return to the school program when all three of the following criteria are met (the "Staff Rule of 3"):
    - at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications. Fever is a temperature of 100° Fahrenheit (37.8° Celsius) or higher); and
    - the individual has improvement in symptoms (e.g., cough, shortness of breath, etc.); and
    - at least five days have passed since symptoms first appeared, or, where the individual is asymptomatic, five days have passed since taking the COVID-19 test. If the individual develops symptoms after testing positive, the individual's 5-day isolation period must start over. It is recommended that the individual wear a mask for five days (days six through ten) after returning to the school program.
  - In the case of an individual who is suspected to have COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to school until the individual has completed the same three-step criteria listed above.
- If the individual is suspected to have COVID-19 and wants to return to the school program before completing the above self-isolation 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 a PCR acute infection test (at a physician's office, approved testing location (<https://tdem.texas.gov/covid-19/>), or other site) that comes back negative for COVID-19.

## Close Contact **Students**

- Students are considered close contacts where they have been within 6 feet of an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).
  - Exception: In the indoor classroom setting, the close contact definition **excludes students** who were within 3 to 6 feet of an infected **student** (laboratory-confirmed or a clinical diagnosis) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception **does not apply to teachers, staff, or other adults** in the indoor classroom setting.
- Quarantine Times:
  - Students identified as close contacts must quarantine for 14 days after their last exposure.
  - Quarantine can end after day 10 without testing and if no symptoms have been reported during daily monitoring. Quarantine can end after day 7 if a PCR acute infection test comes back negative after the close contact exposure ends and if no symptoms were reported during daily monitoring. The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (typically day 5) but quarantine cannot be discontinued earlier than after day 7. Individuals shall remain off campus and not attend any school-sponsored events during this quarantine period.
- Consistent with CDC and TEA guidance, the following students need not quarantine (unless showing symptoms):
  - Those who are ages 5-17 years and completed the **primary series** of COVID-19 vaccines.
  - Those who have been confirmed COVID-19 positive within the last 90 days and have fully recovered.
- All close contacts are encouraged to wear a mask while inside any TBP building, should social distance as much as possible, and should continue to monitor themselves for 14 days after their last exposure.
- Students should get tested 5–7 days after their last exposure even if they don't have symptoms.
- If any student identified as a close contact (1) experiences symptoms and is suspected to have COVID-19 or (2) tests positive for COVID-19, they must self-isolate until the conditions outlined above for those suspected to have COVID-19 have been met.

## Close Contact **Staff**

- Staff are considered close contacts where they have been within 6 feet of an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).
- Teachers and staff identified as close contacts must quarantine for at least 5 days (day 0 through day 5) after their last exposure. Individuals shall remain off campus and not attend

any school-sponsored events during this quarantine period. Upon returning, individuals should wear a mask for an additional five (5) days.

- Consistent with CDC and TEA guidance, the following individuals need not quarantine (unless showing symptoms):
  - Those who are ages 18 or older and have received all recommended vaccine doses, **including boosters** and additional primary shots for some immunocompromised people.
  - Those who have been confirmed COVID-19 positive within the last 90 days and have fully recovered.
- All close contacts are encouraged to wear a mask while inside any TBP building, should social distance as much as possible, and should continue to monitor themselves for 14 days after their last exposure.
- Individuals should get tested 5–7 days after their last exposure even if they don't have symptoms.
- If any individual identified as a close contact (1) experiences symptoms and is suspected to have COVID-19 or (2) tests positive for COVID-19, they must self-isolate until the conditions outlined above for those suspected to have COVID-19 have been met.

### Reporting

- Schools will notify all teachers, staff, and families of students in a classroom or extracurricular or after-school program cohort if a test-confirmed COVID-19 case is identified among students, teachers or staff who participated in those classrooms or cohorts.
- The district nurse or other district official will notify the local health department if a teacher, student, or staff member tests positive for COVID-19.
- The district will submit a report to the Texas Department of State Health Services each Monday that documents all teachers, staff members, students, or visitors at a school who were test-confirmed to have COVID-19 during the previous week. The school will notify all staff members and parents of students identified as close contacts on campus or during a school-related event.

### **Attachment:**

- COVID-19 Student/Staff/Visitor Screening



### **COVID-19 Student/Staff/Visitor Screening**

Do you have any of the following symptoms in a way that is not normal for you?

- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Shortness of breath or difficulty breathing
- Chills / Repeated shaking with chills
- Fatigue
- Significant muscle pain or aches
- Headache
- Sore throat
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting
- Close contact with someone who has tested positive for COVID-19 or is exhibiting symptoms of COVID-19 that are not normal for them, if exposure to this individual occurred within the last 14 days

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### **COVID-19 Evaluación de estudiantil/personal/visitantes**

¿Tiene alguno de los siguientes síntomas de una manera que no es normal para usted?

- Sensación de fiebre o una temperatura medida mayor o igual a 100 grados Fahrenheit
- Pérdida del gusto u olfato
- Tos
- Falta de aliento o dificultad para respirar
- Escalofríos / estremecimiento con escalofríos
- Fatiga
- Varios dolores o molestias musculares
- Dolor de cabeza
- Dolor de garganta
- Congestión o secreción nasal
- Diarrea
- Náuseas o vómitos
- Contacto cercano con alguien que haya dado positivo en la prueba de COVID-19 o que presente síntomas de COVID-19 que no son normales para ellos, si la exposición a esta persona ocurrió en los últimos 14 días.