



**EPISD**



# REOPENING *Plan*

**For Parents & Students**

*A Disease Mitigation Plan  
in Response to COVID-19*

REV 10-15-20

# Table of contents

Letter From The Superintendent.....	4
Introduction.....	5
COVID-19 Risk.....	6
Instructional Plan.....	8
General Campus Protocols.....	9
Protocols for Face Coverings.....	13
Protocols for Other Personal Protective Equipment (PPE).....	14
Additional Protective Measures for Students.....	15
Protocols for Travel.....	16
Protocols for Screening.....	16
Guidelines for: .....	18
• Staff with COVID-19 Symptoms	
• Confirmed COVID-19 Symptoms	
• Family Members with COVID-19 Symptoms	
Response to COVID-19 Situation.....	20
Protocols for Disinfecting and Hand Sanitizing.....	22
Facilities Precautions.....	25
Student Meals.....	30
Transportation.....	31
Student and Parent Support.....	32
Appendices.....	34
Appendix A: 2020-21 School Calendar	
Appendix B: Coronavirus (COVID-19) Visitor Screening Tools	

For updates and details of EPISD's reopening plan, visit:  
[episd.org/reopeningplan](https://episd.org/reopeningplan)

# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **EPISD Reopening Task Force**

**Vince Sheffield** *Deputy Superintendent, Academics and Administration*

**Carmen Arrieta-Candelaria** *Deputy Superintendent, Finance and Operations*

**Alan Wiernicki** *Chief Quality Officer*

**Manuel Chavira** *Interim Chief of Police*

**Dr. Tamekia Brown** *Chief Academic Officer*

**Patricia Cortez** *Assistant Superintendent, Human Resources*

**Scott Gray** *New Tech Director*

## **EPISD Reopening Committee**

**Dr. Carla Gonzales** *Associate Superintendent, Academics & School Leadership*

**Dr. Blanca García** *Assistant Superintendent, School Leadership*

**Angela Henderson** *Assistant Superintendent, School Leadership*

**Nancy Tovar** *Assistant Superintendent, School Leadership*

**Anna Torres** *Assistant Superintendent, School Leadership*

**Laurie Enloe** *Assistant Superintendent, Special Education*

## **Fall 2020 Committee Facilitators**

**Dr. Valerie Gonzalez** *Facilitator New Tech*

**Patricia Benitez** *Instructional Facilitator*

**Melissa Saldana** *Instructional Facilitator*

## **Resources Used for the Development of this plan**

- Center for Disease and Control Prevention
- Texas Education Agency
- Texas Department of Health and Human Services
- City of El Paso Public Health Department (Health Authority Orders)
- Council of Great City Schools
- American Federation of Teachers (AFT)
- Texas State Teachers Association (TSTA)
- Dallas Independent School District (DISD)

# **EPISD Reopening Plan** *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*



## **Letter from the Superintendent**

Welcome back to EPISD! First and foremost, thank you for your patience and understanding as we work through unprecedented and extraordinary times in our District and nation's history!

Earlier this month, we announced a change to our school calendar in which the first day of school instruction was Aug. 17. We know everyone is anxious to see what instruction will look like in the new year. As you can imagine, instruction will have to look differently this school year.

The Texas Education Agency (TEA) recently released initial guidelines for instruction, which include opportunities for continued remote learning and hybrid models. Given the continued rise in COVID-19 cases in El Paso County, we will have a phased-in approach for students. That means we will not bring all students back at once.

We will begin the school year virtually for all students. We strongly believe this is the safest approach at this time. Once we reopen schools later this semester, students will have options for their learning. Parents can choose to keep their children home for distance learning or send them to the campus on staggered schedules. Some groups, as identified by the District, may be offered face-to-face, daily instruction. All options will offer engagement with teachers and peers. We will continue to monitor local health conditions and work with city health officials. Once conditions improve, and we're given clearance from all entities, we will move toward bringing all students back full time.

While we miss our students and staff, our No. 1 priority is keeping everyone safe. This Disease Mitigation and Reopening Strategic Plan for Parents and Students is based on this priority. Our campuses currently are being prepared with these proper safety protocols in mind.

If we've learned anything from this experience, it's to keep plans flexible and be ready to pivot. As the situation continues to evolve, we will provide updated information. Thank you for your patience and understanding. We ask that you continue to connect with us via the district website, social media and however you receive school news. It is critical that we all stay connected during this time as information and plans can change rapidly.

Sincerely,

Juan E. Cabrera  
Superintendent

# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **Introduction**

The safety and well-being of all our students, staff and visitors are a priority for EPISD as the District begins to shift from an online learning experience to in-person face to face instruction. Various changes in the way the campuses will look, as well as new safety protocols, have been implemented to follow recommended federal, state and local guidelines.

The goal is to ensure everyone's safety at our campuses and District facilities to effectively navigate the complexities of a "new normal" while providing students with an experience closest to a classroom setting as possible.

The measures being implemented include: more frequent sanitizing of public and work areas; access to hand sanitizer throughout the building; a screening process for employees, students and visitors; and flexible school schedules to provide parents with options for their children given their particular circumstances. The cooperation is critical to maintain a safe environment as the District and the community continue to fight the spread of COVID-19. As always, EPISD will continue to meet the challenges of the COVID-19 pandemic with creativity and perseverance, embodying the commitment of educating all students for success—no matter the circumstance.

This guide provides EPISD Parents and Students with the District's Disease Mitigation and Reopening Strategic Plan. The information within outlines the current best practices provided by federal, state and local health officials for removing and preventing COVID-19 in the school environment. The plan will be reviewed weekly by the District for effectiveness and revised as needed to meet the needs of our stakeholders, students, parents and staff.

This guide complies with the City of El Paso/County of El Paso Local Health Authority Order established July 9, 2020, that orders all independent school districts and private schools in El Paso County to develop a plan for re-opening on-campus activities and instruction. The plan is to be made available for parents and the general public at least two weeks prior to reopening. Parents can call the EPISD Customer Care Line at 915-230-2564 or visit Let's Talk at <https://www.episd.org/Page/7739> for questions or concerns regarding COVID-19.

# EPISD Reopening Plan *For Parents & Students*

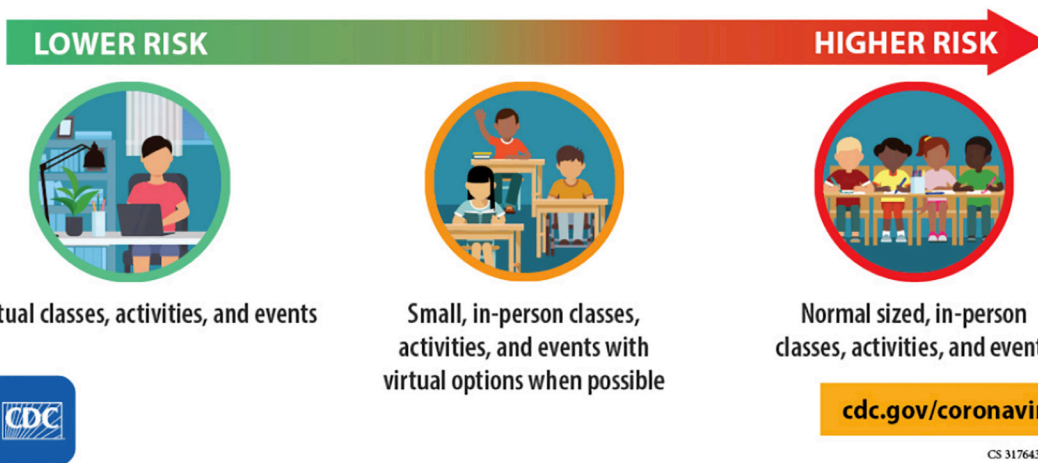
*A Disease Mitigation Plan in Response to COVID-19*

## COVID-19 Risk

We recognize that there is a higher risk of infection with increased and prolonged interaction. As such, the guidance developed reflects certain protocols that the District will follow to lower the risk of COVID-19 spread. The following CDC chart illustrates this risk:

### BACK-TO-SCHOOL TIPS

**The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.**



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. That said, research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19 and some severe outcomes have been reported in children, 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 lack of physical access to school leads to a number of negative consequences, placing “children and adolescents at considerable risk of morbidity, and in some case, mortality.”

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to significantly reduce the risks to students, teachers, staff and their families. The practices contained in this document concentrate on the following three key areas that minimize the likelihood of viral spread:

- **PREVENTION:** Required practices to prevent the virus from entering the school
- **RESPONSE:** Required practices to respond to a lab-confirmed case in the school
- **MITIGATION:** Recommended and required practices to reduce likely spread inside the school

# **EPISD Reopening Plan** For Parents & Students

## *A Disease Mitigation Plan in Response to COVID-19*

Consistently implementing these practices to the extent feasible is the best way to reduce the potential negative impact of infection on students' educational experiences. Additionally, the District has released a Reopening Plan for Staff that focuses on the employee's role to combat the spread of COVID-19.

Parents should also keep in mind that there will almost certainly be situations that necessitate a temporary school closure due to positive COVID-19 cases in schools. All stakeholders should be aware of the potential for additional school closure while actively working to prevent it through prevention and mitigation practices.

The District will monitor the progression of the coronavirus within our community's borders and beyond as we know that this virus knows no boundaries. With more than 55,000 students and 8,000 employees across the District, we all play an important role in minimizing the risk and impact to each other. The health and safety of students and staff remains our top priority.

### **Symptoms of COVID-19**

The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. COVID-19 can lead to mild to severe symptoms and in some cases death. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus.

Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever (100°F ), muscle pain, sore throat and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include: fever (100°F ), stomach pain along with diarrhea or vomiting and, in some cases, a rash, bloodshot eyes, neck pain, and swollen hands and feet. There is more to learn about how the disease affects children.

# EPISD Reopening Plan *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## Instructional Plan

### Instructional Plan for Students

In order to reduce the risk of COVID-19 spread, the District has developed an instructional plan that will reduce the amount of face-to-face instructional time at all levels. Highlights of the District's reopening plan include: reducing the numbers of students in classes to ensure social distancing; mandatory mask requirements for staff and students; continuing EPISD@Home; and creating a fall intersession.

Instruction will be offered in three different models: 100 percent remote learning through EPISD@Home; a combination of EPISD@Home with live, on-campus classes twice a week; and full-time in-person classes for students enrolled in select special academic programs. All options will provide engagement between students and teachers.

Parents can select either the hybrid model or the EPISD@Home virtual option for their children for the fall. Options will have an indefinite timeline depending on health conditions and guidance from TEA.

EPISD will reopen in accordance with guidelines from the state and be dependent on the rate of COVID-19 infections in El Paso and Texas. Ensuring the safety and health of our students and teachers is our top priority. See Appendix A for the 2020-21 School Calendar.



### Staggered Schedules

*High School Students Only*

Combination virtual and campus instruction. Students will go to the campus twice a week and continue virtual three days a week.



### Virtual

*All Grade Levels*

100% virtual five days a week through EPISD@Home



### In-Person

*PreK - 8th Grade  
& Special Education Students*

5 days per week, either half or whole day on campus (depending on survey responses).



# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **Student Attendance and Enrollment**

Given the public health situation, student attendance may be earned through the delivery of virtual instruction.

Any parent may request that their student be offered virtual instruction from the District by selecting the appropriate Option as outlined in the District's instruction plan. If a parent who chooses virtual instruction wants his/her child to switch to an on-campus instructional setting, they can do so, but only at the end of a grading period (i.e. end of the first nine-week grading period).

The District will provide virtual instruction for all students Aug. 17 - Oct. 19 in order to facilitate the safe transition back to the campus. On-campus instruction could begin sooner if COVID-19 positivity rates in El Paso County are 5 percent, or lower, for 14 consecutive days.

The District will provide support to families to ensure a smooth transition from virtual instruction to in-person instruction. This transition process will be posted on the District's website when the District is approved to return to buildings.

## **After-school Programs**

Any after-school providers and other programs that operate in conjunction with campuses shall follow the guidance provided in this handbook and any other guidelines that are specific to the campus in which the program operates.

## **General Campus Protocols**

### **Safety Protocols**

All students, staff and visitors will be required to follow established safety protocols.

- All shall adhere to CDC, state and local guidelines relative to COVID-19 including but not limited to social distancing and wearing of face coverings
- Maintain six (6) feet of distance when encountering others
- Have a face covering available and wear it at all times on District property
- Prevent gatherings or congregating when encountering others
- Stay home if exhibiting COVID-19 symptoms
- Have temperatures taken at entrances to campus and District facilities
- Employees and students who arrive with COVID-19 symptoms shall be separated from all others and sent home once they have identified any other individuals with whom they have come in contact with on site

# EPISD Reopening Plan *For Parents & Students*

## *A Disease Mitigation Plan in Response to COVID-19*

- As a reminder, staff should not disclose the identity of any student or employee with COVID-19 symptoms or a confirmed diagnosis
- Students and employees shall practice frequent hand washing and hand sanitizing measures
- Limit sharing of the following:



**EQUIPMENT & SUPPLIES**



**FOOD ITEMS**



**ELECTRONIC DEVICES**



**BOOKS**



**LEARNING TOOLS**

### ***Department/Campus Administrators***

Each administrator will assign a Site Facilitator who will be responsible for implementing and monitoring the safety protocols and procedures within the department or campus. The administrator will judge the specific needs of their department/campus by conducting daily evaluations of the department's/campus' functionality in the work areas, supporting individuals in finding the appropriate services, and effectively communicating directly to the staff. The administrator will collaborate with site facilitators to: map traffic in one direction only in their work spaces; ensure directional arrows and signage are posted; reconfigure office space to promote appropriate distancing/spacing; and implement practices regarding the safe use of any specialty areas or equipment, such as copiers. Each administrator will ensure an enhanced cleaning regimen is visible and will report any additional cleaning needs or supplies to the appropriate staff member.

The Department/Campus Administrator will provide name and contact information of the Site Facilitator to parents and community.

On the first day a student attends school on campus, each campus shall provide instruction to students on appropriate hygiene practices and other mitigation practices adopted by the District.

Each campus may have additional measures to help enhance the guidelines contained in this plan. These additional guidelines can be found in campus level documents.

# EPISD Reopening Plan *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## **Site Facilitators**

Site facilitators will be responsible for the following:

- Screenings (temperature checks and health questions before entering a work site)
- Enforcing face coverings and social distancing
- Providing personal protective equipment for employees and guests
- Maintaining cleaning supplies
- Signage standards
- Parking lot procedures
- Entrances, exits, and traffic flow in one direction only for employees and visitors
- Lobby, elevator and visitor processes
- Shared area protocols
- Other safety procedures and protocols

Site facilitators will also collaborate with department/campus administrators to implement safety protocols and procedures within the department(s) and/or campus.

## **Campus Hours**

District buildings will be open from 7:30 a.m. to 4:30 p.m. Students should arrive at least ten minutes prior to the school start time to allow time for the screening process and promptly leave the campus when school is dismissed.

Buildings, offices and workstations will undergo frequent E-MIST sanitization and or other cleaning processes designed to disinfect both during and after school hours.

\*School start and end times:

	Students	Teachers
Elementary.....	8:15/3:25	8:00
Middle.....	7:50/3:00	7:35
High.....	8:45/3:55	8:30

*\*Disclaimer: Some schools may have varying start/end times. Please check school website for specific information.*

## **Campus Pick Up/Drop Off**

Parents are required to remain outside during drop-off and pick-up of students. Students will enter one at a time and wait 6 feet apart outside of the building.

## **Main Lobby**

No loitering or congregating will be allowed in any lobby areas. Barriers/safe zones will be established around the front desk/receiving areas. Spaces will be reconfigured to achieve social distancing. This may include the removal of seats and the closure of lounges within open areas, and the use of spacing tables at reception areas.

# **EPISD Reopening Plan** *For Parents & Students*

---

*A Disease Mitigation Plan in Response to COVID-19*

## **Appointment Scheduling**

After reopening, EPISD staff may set appointments between the hours of 9:00 a.m. and 3:00 p.m. to avoid increased lobby, hallway, and elevator traffic during student arrival and departure times. Visitors must follow the appropriate EPISD guidelines such as wearing a mask, maintaining social distancing, etc.

### *Visitors with an Appointment*

If a visitor has an appointment, the front desk staff will direct the visitor to the corresponding teacher or campus staff after confirmation of the visitor's appointment. The visitor may only visit that area where they have the appointment and only after they have been screened (see page 35 for screening process). If visitors fail the screening process, they will not be allowed into the building.

### *Visitors without an Appointment*

If a visitor does not have an appointment, the front office staff will determine whether someone is available to assist the visitor. If the specific staff member is not available, the visitor may be asked to schedule an appointment or attempt to conduct their business via phone or other means. The visitor may only visit that area where they will be directed to and only after they have been screened. (See page 35 for screening process). If visitors fail the screening process, they will not be allowed into the building.

## **Vendors and Deliveries**

### *For deliveries at campuses*

Deliveries will only be allowed either at the EPISD James Gamble Transmountain Facility or at the Front Office of each campus, as authorized by each campus principal. Practice contactless deliveries whenever possible. Contactless deliveries allow you to receive a delivery, move back to a distance greater than 6 feet while verifying receipt of the delivery with the shipper. Avoid sharing pens to sign for receipt of goods. All couriers must wear a face mask in order to enter the building.

### *For food services/cafeteria deliveries at campuses*

Food service or cafeteria deliveries will be scheduled by the respective cafeteria managers and/or the Food Services Department. These deliveries do not need to be coordinated through the Front Office at each campus.

# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **Protocols for Face Coverings**

### **Face Masks**

CDC guidance provides that people should wear face masks in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. Everyone (students, visitors, vendors, parents, employees, etc.) approved to enter a District facility (campus or otherwise) will be required to wear face masks at all times. If a student or employee does not have their own personal mask (see guidance below), the District will provide a disposable mask upon entry to the campus or District facility. A reminder: face masks do not replace the need for social distancing and frequent handwashing.

A student's individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.

It also may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and 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 safe distancing.

### **Personal Face Masks**

Employees and students can wear their own personal face masks but must adhere to the following guidelines:

- Must cover the nose and mouth to maintain effectiveness
- Must be secured to minimize the need to adjust frequently
- Must be work/school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. For employees, any logos, graphics, and designs must be professionally appropriate as outlined in the District's dress code policy
- Should not be loose material that could get caught in office or other machinery or cause injury
- Do not need to be medical grade
- Must be worn prior to entering the building and in shared areas of the building at all times

# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## *How to remove a face mask*

- Wash your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
- Follow the instructions below for the type of mask you are using.
- Face Mask with Ear Loops: Hold both ear loops and gently lift and remove the mask.
- Face Mask with Ties: Untie the bottom bow first, then untie the top bow and pull the mask away from you as the ties are loosened.
- Face Mask with Bands: First, lift the bottom strap over your head, and then pull the top strap over your head.
- If disposable, throw the mask in the trash. Wash your hands with soap and water or hand sanitizer. If reusable, follow the manufacturer's guidelines on washing your mask for reuse.

## **Protocols for Other Personal Protective Equipment (PPE)**

### **Gloves**

If required by their position, employees will be supplied with gloves. Generally, gloves will be used when direct contact will be made with students and other coworkers. Proper protocol when using gloves should be followed.

### **Face Shields**

Face shields shall be provided to those employees that have a high risk of coming into contact with blood, bodily fluids, secretions and excretions to mitigate potential transmission. Wearing a face shield is not a substitute for a face mask. Both must be worn by the individual.

Employees in these areas should wear face shields provided by the District:

- Health Services employees (Nurses)
- Special Education employees (Teachers, paraprofessionals, bus monitors, diagnosticians, speech language pathologists, etc.)
- Police Services (Police officers)
- Health clinic employees
- Testers (LPAC, etc.)
- Tutors
- Trainers

Teachers who conduct small group instruction should use face shields to facilitate instruction in addition to their face mask. Social distancing practices should also be used during small group instruction.

# EPISD Reopening Plan *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## Additional Protective Measures for Students

### **Promote Social Distancing**

Social distancing shall be promoted through signage, traffic flow in one direction only, and the placement of classroom furniture. Social distancing techniques are encouraged throughout this guide.



### **Hand Sanitizer**

Portable automatic hand sanitizer dispensers will be placed at all main entrances of campus and District facilities. In addition, hand sanitizer will be available at campuses for students' use.

### **Student Dividers**

For grades PreK - 5th grade, all students will be provided with a plastic school divider that will be placed on each student's desk or workspace to reduce the spread of COVID-19. Students in these grade levels may not tolerate a mask for the entire day. Additionally, breakfast and lunch will be provided in the classrooms at these grade levels which will necessitate the lowering of a mask to eat. As an added protection, the divider will be provided. An example is shown below:



For special education students in self-contained classrooms, a student divider will also be provided for grades 3-5.

# **EPISD Reopening Plan** *For Parents & Students*

---

*A Disease Mitigation Plan in Response to COVID-19*

## **Additional Protocols for Visitors**

In addition to the protocols for face coverings, screening, and appointment scheduling, campuses shall utilize the following additional protocols for limiting campus visitors when possible:

- Continue the use of electronic mediums to conduct meetings. CiscoWebEx or Zoom shall be used as the first choice for setting up electronic meetings.
- Conference rooms and shared workspaces utilized for ARD and other meetings shall be adjusted to ensure compliance with the social distancing guidelines.

## **Protocols for Travel**

### ***Restricted Travel***

COVID-19 data will be monitored regularly. The state of the pandemic will guide the decision as to whether employees and students are allowed to travel. Any district-related travel must be pre-approved by the Superintendent and/or member of the Superintendent's Cabinet.

## **Protocols for Screening**

### ***Staff***

All staff will be required to self-screen for COVID-19 symptoms and close contact prior to reporting to work each day utilizing the District Coronavirus (COVID-19) Self-Screening Tool. If an employee has any of the symptoms or has been in close contact or lives with someone who has been confirmed with COVID-19, the employee should not report to work. Employees should contact the Employee Benefits or Health Services Departments for further instructions.

After self-screening at home and upon arrival at campus/building, employees will be screened for temperature either through a temperature check kiosk or a hand held device. If employees are not screened for temperature at the front of their assigned buildings, the respective department/campus should ensure that the temperature of employees is taken prior to their shift.

If the employee has a temperature higher than 100°F, the employee will not be permitted to report to work and should contact Employee Benefits or Health Services representatives for further instructions.

### ***Students***

Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending the student to school. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the conditions for re-entry are met.



# **EPISD Reopening Plan** For Parents & Students

## *A Disease Mitigation Plan in Response to COVID-19*

If a child has had close contact with an individual who is lab-confirmed with COVID-19, the student should stay home until the 14-day incubation period has passed. Parents may opt to transition to virtual instruction during this time period and until the conditions for re-entry have been met.

Parents should contact the campus to advise their child cannot attend school due to illness.

After self-screening at home and upon arrival at campus/building, students will be screened for temperature either through a temperature check kiosk or a hand held device. If a student has a temperature higher than 100°F, the student will not be permitted to enter the building or will be directed to a designated area for assessment by the school nurse.

Teachers and other staff will monitor students and refer them to the nurse if symptoms are present.

### **Visitors**

All visitors will be screened using the Coronavirus (COVID-19) Visitors Screening Tool (in English and Spanish) in Appendix B prior to building entry. Visitors should be directed primarily to one entrance only per facility. Visitors also will receive a temperature check prior to entry. Visitors who clear the screening process will be allowed entry into the building. Visitors who do not clear the screening process should be provided with a Notification of Failed Health Screening and not allowed on the campus until they comply with the requirements outlined in this form. Both the English and Spanish versions are included in Appendix B of this plan.

### **Temperature Checks**

In most buildings, a temperature check kiosk will be placed at every main entrance to the facility. Entrances to buildings shall be limited to ensure that the temperature is being checked. Departments/campuses will also be provided hand-held temperature takers to assist with temperature taking protocols. Follow these steps for screening:

- Students should plan to arrive at least 10 (ten) minutes prior to start time.
- Upon arrival to the campus, proceed to the designated area where temperature checks will be conducted daily.
- The forehead should not be exposed to direct sunlight and should be unobstructed by hair during screening.
- Temperature will either be measured through the kiosk or trained staff will check the temperature using a non-contact forehead thermometer.
- Remain stationary during the temperature check, which lasts less than 10 seconds. Individuals with temperature readings over 100°F will not be permitted to report to work (staff), not be permitted to enter the building or will be redirected to a designated area (student) or enter the building (visitors).

# **EPISD Reopening Plan** *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## **Guidelines for Students or Staff with Covid-19 Symptoms, Confirmed Covid-19 Symptoms, or Family Members with Covid-19 Symptoms**

### **COVID-19 Symptoms**

The virus that causes COVID-19 can be spread to others by infected persons through respiratory droplets from those who have few symptoms, no symptoms or are mildly ill. Due to the contagious nature of the virus, all staff should stay informed and take actions based on common sense and good judgment.

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100°F
- Sore throat
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever

### **Close Contact**

This plan refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- b. being within 6 feet for a 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.

### **Staff who report to work ill or who become ill during the workday**

Refer to guidelines under the EPISD Reopening Plan for Staff.

# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **Students who display COVID-19 symptoms upon arrival on campus or who become ill during the day**

If a student displays any of the following symptoms upon arrival at the campus or becomes ill during the day, they should report to the nurse's office for a clinical assessment to determine if and when a student needs to be sent home.

Students who report feeling feverish should be sent immediately to the nurse's office and given an immediate temperature check to determine if they are symptomatic for COVID-19. If a student has fever of 100° F or higher and/or displays COVID-19 symptoms, they will be immediately separated from their peers, placed in a designated area and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian. The Attendance Clerk at the campus should be notified to track attendance and sign the student out of the campus.

## **Conditions for Re-entry to School**

### *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 must stay at home throughout the infection period, and cannot return to campus until the District screens the individual to determine any of the following conditions for campus re-entry have been met.

- In the case of an individual who was diagnosed with COVID-19, the individual may return when all three of the following criteria are met:
  - i. At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - ii. The individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - iii. At least 10 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 campus until the individual has completed the same three-step criteria listed above; or
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the 14-day stay-at-home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that indicates negative for COVID-19.
- An individual living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, may not return to school until the above conditions have been met. If they do not experience any COVID-19 symptoms during that period, they can return. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## *Individuals Confirmed or Suspected with COVID-19*

- 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.
- Each campus will have a designated area where students can be isolated from others and still preserve student's confidentiality and privacy.
- It is recommended that a parent/guardian picks up his/her student within 30 minutes and no later than one hour from the time the campus contacted the student's parent/guardian.
- Schools shall follow the cleaning protocol in those areas identified that were used by the individual displaying COVID-19 symptoms.
- Schools shall follow the communication guidelines regarding COVID-19 situations.

## **Response to COVID-19 Situation**

Due to the contagious nature of the virus, the following guidelines will be followed to limit the risk of exposure to others:

- Students in the affected classroom will be removed from that classroom and taken to an alternate location on campus so that the classroom can be disinfected/cleaned by custodial staff.
- Campus will assess the exposure area and determine the best course of action in line with this plan in consultation with the School Leadership Department.
- Students who have tested positive for COVID-19 shall follow the Conditions for Re-entry to School in this handbook.
- Students who come into close contact with a COVID-19 positive individual will be asked to self-isolate for 14 days and may not return to the campus during that time.
- The following departments will be advised to ensure all District protocols are followed in their respective areas:
  - ♦ Community Engagement
  - ♦ School Leadership and Academics
  - ♦ Human Resources
  - ♦ Health Services
  - ♦ Custodial Operations

## **COVID-19 Campus Response**

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 on-campus activities. This requirement is consistent with school notification requirements for other communicable diseases and legal confidentiality requirements. Chief Communications Officer will oversee such notification procedures to parents and staff through the Community Engagement Department.

# **EPISD Reopening Plan** For Parents & Students

## *A Disease Mitigation Plan in Response to COVID-19*

Once the assessment of the exposure is conducted, schools must close off access to areas that were heavily used by the COVID-19 lab-confirmed positive individual until the non-porous surfaces in those areas can be disinfected or more than three days have passed since that individual was on campus.

### **COVID-19 Health Services Response**

These protocols will be used by the Health Services Department when a confirmed case of COVID-19 is reported to the District. If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify the Health Services Department as soon as they receive the information. The Health Services Director will notify the City/County Public 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).

### **COVID-19 Custodial Response**

These protocols will be used when a confirmed case of COVID-19 is reported to the District. They will be followed by all custodial staff throughout EPISD. It is vitally important to be in communication with the Custodial Inspector and/or Director of Custodial Services during the cleaning and disinfecting of the affected area.

When the District is informed of a positive COVID-19 case, the room/areas will be identified (all areas to which the infected individual had access). No one should enter the room/areas for at least 24 hours. After the 24-hour period has passed, the Head Custodian and allotted staff will enter the room wearing a face mask and gloves (eye protection will be provided upon request). A thorough cleaning of all surfaces (walls, desks, floors) will be conducted. After the cleaning is completed, the Head Custodian will use the EMIST system with the EPA registered disinfectant (Re-Juv-Nal - #16). The Head Custodian will apply the disinfectant throughout the affected area as previously trained. No one should re-enter the area for at least 10 minutes after the disinfectant has been applied.

If the entire school is closed/shut down, Custodial Services will wait until the school is about to re-open for a cleaning to be completed. If the shut-down is at least seven days, a regular cleaning and disinfecting will be completed as required.

All used PPE will be bagged and thrown away. Custodial staff will wash their hands with soap and water after removing the PPE.

Upon completion, the Head Custodian will notify the Principal/Administrator and the assigned Custodial Inspector to advise of status. Only upon clearance from the assigned Custodial Inspector will the building be cleared for use.

# EPISD Reopening Plan *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## Protocols for Disinfecting and Hand Sanitizing

### **Stop the Spread of Germs**

In order to promote good respiratory hygiene in the workplace, the District will display posters promoting respiratory hygiene, instructing students and employees to wash their hands with soap and water for at least 20 seconds, and issuing regular communication encouraging individuals to dispose of tissues immediately after one use.

Everyone can do their part to help prevent the spread of respiratory diseases by following these guidelines:



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

**Rinse** hands well under clean, running water.

**Dry** hands using a clean towel or air dry them.

In addition, hand sanitizer will be available for all at the front entrance of every building, in classrooms, and other common areas throughout the campus. Doors in shared areas may need to remain open to avoid multiple persons touching the handles.

Teachers will provide periodic reminders to students to wash their hands and/or use hand sanitizer. Students should practice good hygiene by washing hands after recess, before eating and following restroom breaks. Teachers should ensure that students wash their hands for at least 20 seconds at least twice per day in addition to after using the restroom and before eating.

Campus shall provide staff with access to disinfectant wipes, spray cleaners, and disposable towels to sanitize high-touch and working surfaces and shared objects regularly.

Staff will limit the use of shared supplies when possible. Protocols for toys, books and supplies should be followed by staff in order to reduce exposure.

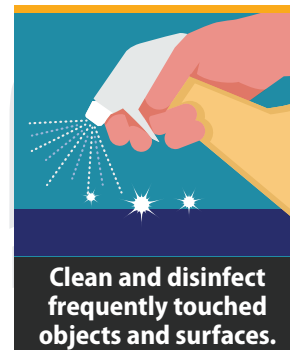
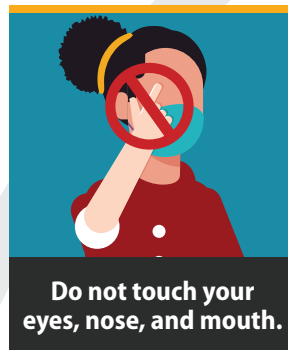
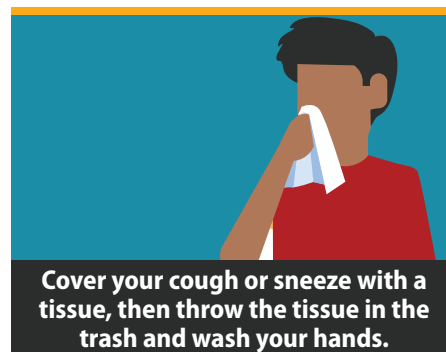
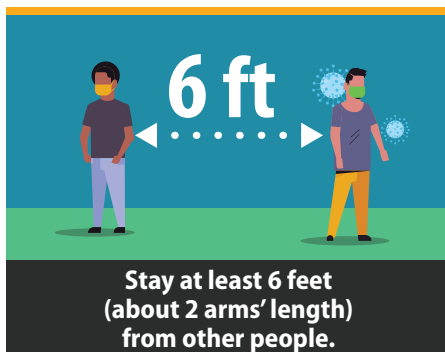
Students, teachers, staff, and campus visitors will be encouraged to cover coughs and sneezes with a tissue, and if not available, covered with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

# EPISD Reopening Plan *For Parents & Students*

A Disease Mitigation Plan in Response to COVID-19

## Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



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

316917C May 13, 2020 11:03 AM

# **EPISD Reopening Plan** *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## **Enhanced Cleaning**

Custodial Operations has a high standard for cleanliness and safety and are committed to upholding those standards with our intensive cleaning process. Enhanced cleaning protocols have been put in place as a result of COVID-19 and are based on current local health and government guidelines.

Protocols include the use of EPA Registered chemical for disinfection, focus on proper dwell time (contact time) of 10 minutes for proper disinfection of chemicals and increased frequency of disinfecting high touch surfaces such as the following:

- Doorknobs
- Elevator buttons
- Countertops
- Handrails
- Light switches
- Restroom fixtures
- Desks
- Keyboards and mouse
- Phones

Following are areas of enhanced focus:

- Restrooms
- Offices
- Elevators
- Kitchen and/or break areas
- Vending machines
- Copier/printers
- Front desk and lobby areas
- Equipment

Employees will assist in the following areas:

- Desks
- Computer keyboards and mouse
- Phone
- Remote control
- Chair arms
- File cabinet drawer handles
- Personal microwaves, refrigerators and appliances including coffee machines

In addition to enhanced cleaning, Custodial Operations has provided additional guidance to custodians to ensure that classrooms are cleaned and disinfected between different class groups, if the same room will be used by multiple class groups (i.e. Group A and Group B).



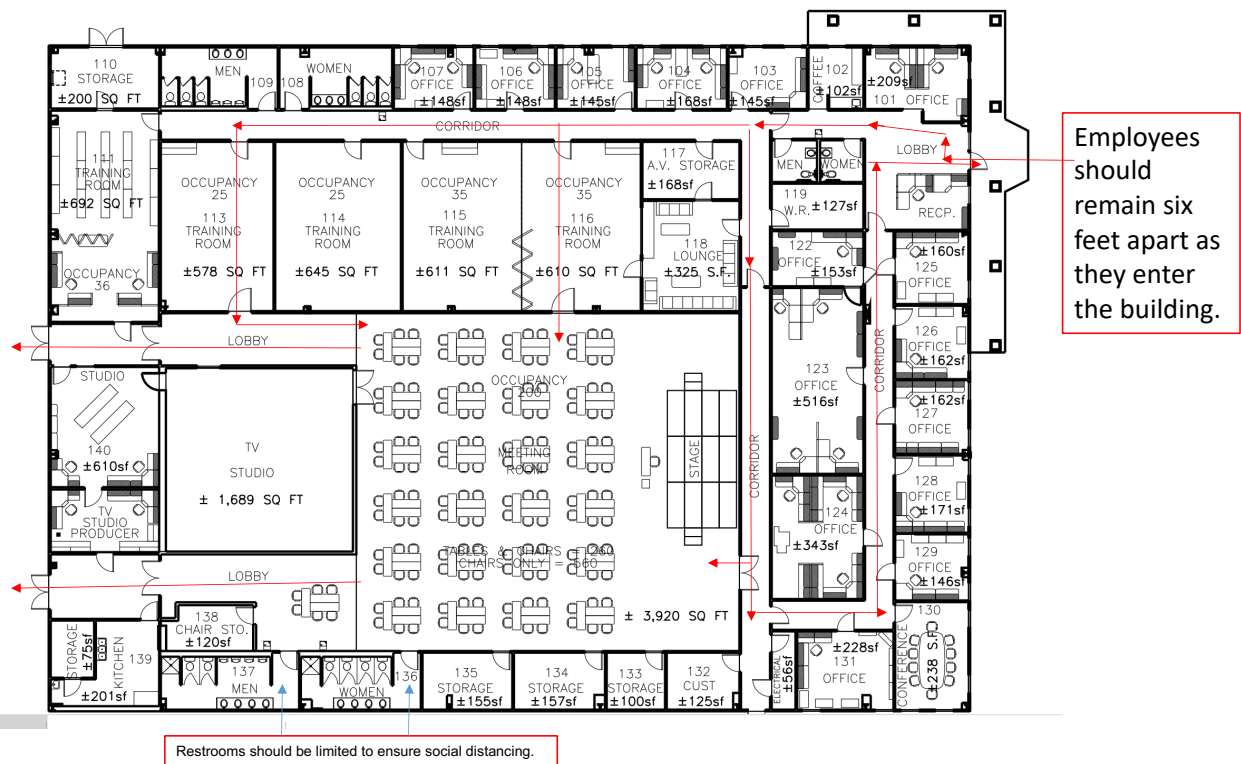
# EPISD Reopening Plan For Parents & Students

A Disease Mitigation Plan in Response to COVID-19

## Facilities Precautions

### Building Entry and Directional Flow

Arrows and signage will be posted in the lobby, entrances, and exit doors for directional flow. Each Site Facilitator should develop a Building Entry and Directional Flow for their respective site. The following is a directional flow sample of the District's Professional Development Center:



Each campus shall plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity. Each campus shall consider assigning students to entries to ensure even distribution of students entering/exiting at each door, providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, requiring parents to remain outside during drop-off and pick-up.

# **EPISD Reopening Plan** *For Parents & Students*

---

*A Disease Mitigation Plan in Response to COVID-19*

## **Designated Areas**

All buildings will have a designated area where employees can be isolated, if they become ill during the day, to ensure both separation and confidential screening for COVID-19 symptoms. The Building Administrator will work with the Health Services Department to identify such an area.

In addition to the designated area for employees, each campus will identify another separate area for students to ensure both separation and confidentiality. The Nurse's Office should generally not be used for the student's designated area.

## **Student Desks and Other Shared Areas**

In classroom spaces that allow it, campuses will place student desks a minimum of 6 feet apart when possible. If desks are not placed a minimum of 6 feet apart or are not removed to create a 6-foot distance, campuses shall use every other desk in order to create a 6-foot spacing between students.

In classrooms where students are regularly within 6 feet of one another, campuses will plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.

Cafeteria spaces shall be evaluated to ensure social-distancing guidelines. Furniture in shared areas, such as in a reception area, also will be evaluated and removed as necessary in order to ensure social distancing.

## **Stairwells**

The use of stairwells is not prohibited. It is encouraged that all use a paper towel, tissue, disinfectant wipe, or gloves when touching the handrails, and follow the 6-foot social distancing. All stairwells will receive regular disinfection as per the custodian's schedule.

To the extent possible, stairwells shall be used in one direction only [subject to approval of Fire Marshal] and these directions should be clearly labeled.

## **Water Fountains**

Staff and students are discouraged from using the water fountains, unless they are touchless water fountains, to fill water bottles.

Staff and students should bring their own water bottles to minimize use and touching of water fountains.

# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **Improving Air Flow**

Whenever possible, schools should open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.

When feasible and appropriate (for example, in physical education classes as weather permits), it is preferable for students to gather outside because of the likely reduced risk of virus spread outdoors.

## **Plexiglass in common areas**

Plexiglass shields will be placed throughout common areas at campuses in order to provide additional protection for individuals. Plexiglass will be placed in those areas that serve students and parents such as the attendance office, library and the front reception area. Each campus shall evaluate respective areas and arrange for the plexiglass to be installed.

## **Signage**

The District will provide a range of printed resources such as posters that promote protective measures and can serve as helpful reminders of best practices. Schools may use these or may create their own reminders.

Other signage will also be provided to campuses in order to promote social distancing and wearing of a face mask. Signs also will direct traffic to the appropriate entries to buildings in order to ensure the appropriate screenings.

## **Parking Areas**

Employees, students and visitors should not congregate in the parking lots.

## **Elevators**

For facilities with elevators, the maximum capacity allowed in each elevator on the campus/site will be determined by the site facilitator. Social distancing will be practiced on elevators and may require employees waiting for some time to take an elevator to another floor. Standing locations will be marked on the floor of the elevator. Wear gloves or use a tissue or paper towel when touching the elevator buttons. Using the stairs is encouraged when possible.

To the extent possible, the use of the stairs is encouraged.



# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **Restrooms**

To the extent possible, all multi-person restrooms will be evaluated for capacity to ensure that social distancing can be enforced; each restroom will have signage installed stating the capacity. When opening or closing the restroom door, it is recommended that employees use a paper towel, tissue, disinfectant wipe, or disposable glove. Restrooms will be stocked with soap and paper towels. Hand soap will be available in all restrooms. Posters on how to wash hands properly will be posted in all restrooms. Restrooms will be cleaned regularly throughout the day and at night. Restroom doors should remain open to increase circulation of outdoor air as much as possible.

## **Conference and Training Rooms**

The following guidelines will apply to the use of conference rooms and shared workspaces:

- Employees are encouraged to continue the use of electronic mediums to conduct group meetings. CiscoWebEx and Zoom shall be used for setting up electronic meetings.
- Conference rooms and shared workspaces should be adjusted to ensure compliance with the social distancing guidelines.
- If conference rooms are used, the following guidelines should be implemented:
  - ◆ All persons in attendance shall wear PPE throughout the duration of the meeting.
  - ◆ Limit capacity to ensure that the social distancing of six-feet apart is followed especially when seated.
  - ◆ Use individualized set of markers so writing utensils are not shared among participants.
  - ◆ Tables and surfaces should be wiped down with sanitizing products at start and end of each meeting.

## **IT Support**

All equipment requiring service will continue to be scheduled utilizing the curbside repair and support process via the Zendesk ticketing system. IT support requests for onsite staff will also be coordinated by appointment only. All IT staff will wear PPE equipment at all times.

**Please note:** Devices may be wiped and reimaged, which could result in data loss. As a precautionary measure, any data stored on devices that is deemed critical by the user should be backed up before scheduled drop off.

# EPISD Reopening Plan *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## **Equipment intake**

Equipment will be disinfected upon collection. Upon repair, all equipment will be disinfected, placed in a sealed clear pouch, and scheduled for curbside pickup.

## **Guidelines for Sanitizing Technology Devices**

Employees should sanitize their technology items using the following guidelines:

<b>Safety Precautions to Best Protect Yourself and Others</b>	<ul style="list-style-type: none"><li>• When cleaning technology devices, it is important to follow manufacturer guidance.</li><li>• Wear a face mask.</li><li>• Wear gloves when handling technology items.</li><li>• Wash hands frequently or use hand sanitizer with at least 60% alcohol.</li><li>• Maintain at least six feet of distance when verifying the delivering or receipt of technology items.</li></ul>
<b>General Cleaning Tips</b>	<ul style="list-style-type: none"><li>• Use a lint-free cloth, screen wipe, or microfiber cloth.</li><li>• Prior to sanitizing a laptop, close the laptop, remove the battery from the bottom and unplug all external power sources and cables.</li><li>• Open the laptop after disconnecting the battery. Avoid placing pressure on the screen; pushing on the screen or excessive wiping can damage the pixels of a flat-screen monitor.</li><li>• Remove dirt, dust and crumbs from the keyboard, using a can of compressed air.</li><li>• Do not use bleach or other aerosol sprays.</li><li>• Do not submerge or spray cleaner directly on devices.</li></ul>

## **Assemblies and Other Activities**



Assemblies and other social gatherings are not allowed. Office celebrations such as potlucks are not allowed.



Avoid person-to-person contact such as shaking hands. The CDC strongly advises against handshakes during the coronavirus pandemic.



Avoid visiting or socializing unless social distancing measures can be followed.

# EPISD Reopening Plan *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## Student Meals

### Student Meals (Breakfast and Lunch)

While there is no data to suggest that COVID-19 can be transmitted through properly cooked or handled food, it can live on surfaces for extended periods of time. It is highly transmissible in locations such as communal areas and break rooms where people are gathered in close proximity for extended periods of time.

To best protect students in this area, the following protocols will be in place for breakfast and lunch:

Breakfast Protocols			
Elementary (CEP Only)	Elementary (Non-CEP)	Middle (for CEP & Non-CEP)	High (for CEP & Non-CEP)
<ul style="list-style-type: none"> <li>Lunch in the classroom for all students</li> <li>Teachers will do the student verification (current process)</li> <li>Grab-n-Go meal</li> </ul>	<ul style="list-style-type: none"> <li>Lunch in the classroom for all students</li> <li>Lunch for participating students will be picked up at the cafeteria or kiosks set up for distribution purposes</li> <li>Contactless student verification</li> <li>Grab-n-Go meal</li> <li>Students must learn their ID# (no lunch cards)</li> </ul>	<ul style="list-style-type: none"> <li>Allow lunch in the classroom</li> <li>Service from kiosk</li> <li>Kiosks will be placed in various locations</li> <li>Contactless student verification</li> <li>Grab-n-Go meal</li> <li>Cafeteria will be set up as a kiosk with limited seating to ensure social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Allow lunch in the classroom</li> <li>Service from kiosk</li> <li>Kiosks will be placed in various locations</li> <li>Contactless student verification</li> <li>Grab-n-Go meal</li> <li>Cafeteria will be set up as a kiosk with limited seating to ensure social distancing</li> <li>Closed campus</li> <li>Reduced lunch times (45 minutes)</li> </ul>

Note 1: Food Services will provide trash bags and receptacles for trash/leftovers from lunch.

Note 2: No outside food deliveries to the campuses will be allowed.

Note 3: Special education students will be accommodated as necessary.

CEP: Community Eligibility Provision a non-pricing meal service option or free lunch

### Other Protocols

- High School campuses will be closed and not allow students to go off campus for lunch
- Staggered lunches and multiple lunch shifts will be offered
- Outside seating will be expanded to allow for more social distancing
- Cafeteria tables (if used) should be spaced 6 feet apart and/or every other seat occupied

# **EPISD Reopening Plan** For Parents & Students

## *A Disease Mitigation Plan in Response to COVID-19*

- Hard copy school lunch applications will be eliminated. Online meal applications are available on the District and department web page.
- During remote learning, curbside lunch pickup will be offered at students' corresponding school (for parents/students; walk-up allowed as well)
  - Curbside will be offered on a different schedule as the breakfast/lunch time of students on campus; multiple meals will be distributed.
  - Parents/guardians with children enrolled in different campuses may pick up meals at one location instead of traveling to each of the schools in which they're enrolled.
  - Food and Nutrition Services will verify enrollment of each student before providing the verification cards beginning August 17.
- Supper Program will not be offered until further notice.

These protocols may be modified depending on campus circumstances as well as modifications in federal or state food program guidelines.

## **Transportation**

### **General Guidelines**

Transporting kids to school is a vital function for EPISD. Maintaining social distancing and promoting good hygiene are key protocols on a school bus to reduce the risk of COVID-19. Additionally, when feasible, the District encourages families to drop off, carpool, or walk with their student to school to reduce possible virus exposure on buses. The following general guidelines apply to transportation:

- Only Yellow School Buses can be used to transport students to and from school
- No modifications can be made to a school bus
- Activity Buses do not meet Federal Motor Vehicle Safety Standards (FMVSS) to transport students to and from school

### **School Bus Operational Guidelines**

- Hand Sanitizers will be provided for all school buses
- All bus drivers and monitors will be required to wear proper Personal Protective Equipment (PPE) (face mask or shield, gloves for school bus monitors)
- All buses will be equipped with a thermometer
- Bus drivers will be required to take temperature readings of every student prior to boarding the bus
- Bus drivers and monitors will disinfect high traffic areas (bus seats, hand rails etc.) after each drop off with EPA registered hospital grade disinfectant
- Buses will be cleaned and disinfected after each route
- Designated transportation employee will E-MIST every school bus after it has been cleaned and disinfected by the bus driver and monitor
- Bus drivers and monitors will not be allowed to congregate in lounge areas until further notice

# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **Boarding**

- Students must practice social distancing (stand 6 feet apart) while waiting at a bus stop
- Students must wear their masks at all times while on the school bus
- Students must board the school bus one at a time, practicing social distancing
- Prior to boarding the school bus, student's temperature will be taken
- Students with a temperature of 100°F or above will not be allowed to board the school bus. If a student fails the temperature screening the driver will contact the nearest supervisor who will pick up the student and transport the student to the campus. The guidelines on page 19 regarding "Student who displays COVID-19 symptoms upon arrival at campus or who become ill during the day" will be followed.
- Pre-K to second-grade students must have a parent present at the stop until the student is allowed to board
- Students must sit on first available seat toward the rear of the school bus
- In most cases, there will be one student per seat

## **Exiting the Bus**

- Students must follow bus-driver's instructions
- Students will exit from front to rear (back) of the school bus only
- Students must exit one by one following social distancing guidelines
- Students must gather all personal belongings before exiting the school bus
- Students will not be allowed back onto the bus after exiting (NO EXCEPTIONS)

## **Student and Parent Support**

### **Student Handbook**

The Student Handbook describes various procedures, programs, etc. for students and parents. It can be found at [episid.org](http://episid.org) under the Parent and Student tabs.

### **Transcripts, scholarship application requests and driver's license verification**

Transcripts, scholarship application requests and the driver's license verification of enrollment forms may be requested at [episid.scribborder.com](http://episid.scribborder.com). Please be sure to include the correct information. Official transcripts will not be sent to individuals. If the student is younger than 18 years of age, the parent will need to initial the request.

### **Enrollment and Withdrawals**

All enrollment and withdrawal questions may be directed to the campus registrar or you may contact Student and Parent Services at Let's Talk (<https://www.episid.org/Page/7739>) or [sps@episid.org](mailto:sps@episid.org).



# **EPISD Reopening Plan** For Parents & Students

*A Disease Mitigation Plan in Response to COVID-19*

## **Discipline Questions**

Discipline questions may be answered by any campus administrator by contacting the campus through Let's Talk (<https://www.episd.org/Page/7739>). If there is a discipline issue which occurs during virtual learning, the classroom teacher and/or the campus administrator will reach out to the parent depending on the level of the infraction. The Student Code of Conduct is in force and may be found online at [episd.org](http://episd.org) under the Parent and Student tabs.

## **Complaint Process**

The complaint process for the District is located under the Parent's tab on the district's website. Complaints should be handled at the very lowest level possible. We ask you to contact the campus principal to address your concerns immediately. If you wish to discuss your concern with one of the Student and Parent Services administrators, please contact us at [sps@episd.org](mailto:sps@episd.org).

Please also visit the website [www.episd.org](http://www.episd.org) for more information on EPISD activities and announcements.

# EPISD Reopening Plan *For Parents & Students*

A Disease Mitigation Plan in Response to COVID-19

## Appendix A: 2020-21 EPISD School Calendar



**NEW EPISD 2020 - 21  
SCHOOL CALENDAR**  
EL PASO INDEPENDENT SCHOOL DISTRICT  
Revised July 14, 2020

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9*	10*	11*	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22*	23*	24*	25	26
27	28	29	30			

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**AUGUST**  
10-13.....Staff Development Days  
14.....Teacher Workday  
17.....1st Day for Students  
(Beginning of 1st Nine Week grading period)

**SEPTEMBER**  
7.....Labor Day (Holiday)  
22.....P/T Conferences (ES) 1 pm - 6 pm  
\*Early Release for ES Students  
23.....P/T Conferences (HS) 1 pm - 6 pm  
\*Early Release for HS Students  
24.....P/T Conferences (MS) 1 pm - 6 pm  
\*Early Release for MS Students

**OCTOBER**  
9.....End of 1st Nine Week grading period  
12-16.....Intersession  
19.....Beginning of 2nd Nine Week grading period

**NOVEMBER**  
11.....Veterans Day (Holiday)  
23-27.....Fall Break (Holiday)

**DECEMBER**  
8-11.....State Testing Window  
18.....End of 2nd Nine Week grading period  
\*Early Release - Students & Staff  
21-31.....Winter Break (Holiday)

**JANUARY**  
1.....Winter Break (Holiday)  
4.....Teacher Work Day/No School for Students  
5.....Beginning of 3rd Nine Week grading period  
18.....Martin Luther King, Jr. Day (Holiday)

**FEBRUARY**  
9.....P/T Conferences (ES) 1 pm - 6 pm  
\*Early Release for ES Students  
10.....P/T Conferences (HS) 1 pm - 6 pm  
\*Early Release for HS Students  
11.....P/T Conferences (MS) 1 pm - 6 pm  
\*Early Release for MS Students  
15.....President's Day (Holiday)

**MARCH**  
5.....End of 3rd Nine Week grading period  
8-12.....Intersession  
15-19.....Spring Break (Holiday)  
22.....Beginning of 4th Nine Week grading period

**APRIL**  
2.....Spring Holiday  
6-16.....State Testing Window

**MAY**  
3-20.....State Testing Window  
31.....Memorial Day (Holiday)

**JUNE**  
15.....End of 4th Nine Week grading period  
Early Release for Students Only  
16.....Teacher Work 1/2 Day/Last Day for Teachers

- KEY**
- Staff Development
  - Teacher Work Day
  - Parent/Teacher Conferences
  - Holiday/District Closed
  - Intersession
  - State Testing Window
  - [** Semester Begins
  - ]** Semester Ends
  - <** Beginning of Grading Period
  - >** End of Grading Period
  - Duty Days for 238 Day Staff
  - \*\*** Inclement Weather/Make Up Day

Approved by the EPISD Board of Trustees July 14, 2020. State Assessment Testing Dates subject to change by TEA. [www.tea.state.us](http://www.tea.state.us)

# EPISD Reopening Plan For Parents & Students

A Disease Mitigation Plan in Response to COVID-19

## Appendix B: Coronavirus (COVID-19) Visitors Screening Tool (in English)




EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

### NOTIFICATION OF HEALTH SCREENING REQUIREMENT FOR VISITORS

To prevent COVID-positive individuals from entering our campuses, EPISD requires all visitors to respond to a set of screening questions. The questions are indicated below. Please answer the following questions in the numbered order. If you pass this screening, we will not retain this information. If you do not pass this screening, we will retain this information only until you meet the criteria to return to campus, including allowing the potential infectious period to pass.

1. Have you experienced any of the following symptoms that indicate a possible COVID-19 infection?
  - a. Temperature of 100.0 degrees Fahrenheit or higher when taken by mouth;
  - b. Sore throat;
  - c. New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
  - d. Diarrhea, vomiting, or abdominal pain; or
  - e. New onset of severe headache, especially with a fever.


Please answer YES or NO. If you answered YES to this question, . You will be provided with the NOTIFICATION OF FAILED HEALTH SCREENING and not be allowed on campus until they have cleared the requirements on the form.

2. Have you had close contact with any individual who is lab-confirmed with COVID-19 in the last 14 days?

*Close contact is defined as:*

- Being directly exposed to infectious secretions (e.g., being coughed on); or
- Being within 6 feet for a cumulative duration of 15 minutes;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Please answer YES or NO. If you answered YES to this question, . You will be provided with the NOTIFICATION OF FAILED HEALTH SCREENING and not be allowed on campus until they have cleared the requirements on the form.

**FINAL STEP:** Provide a temperature reading, either utilizing the kiosk or the hand held device. If you have a fever of greater than or equal to 100.0°F, you will not be allowed entry into the building. Please use other forms of communication such as phone or email. You will be provided with the NOTIFICATION OF FAILED HEALTH SCREENING and not be allowed on campus until they have cleared the requirements on the form.

**If the visitor passes all steps above, he/she may enter into the facility.**

# EPISD Reopening Plan *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## Appendix B: Coronavirus (COVID-19) Visitors Screening Tool *(in English)*

*[FOR CAMPUSES TO REVISE AS APPROPRIATE]*

*The notification below could be adapted to serve as a popup, flier, email or other method of notification. This information could also be shared with visitors, though it may not be relevant to them in some cases.*

### NOTIFICATION OF FAILED HEALTH SCREENING

Based on the information disclosed in response to the COVID-19 Screening, you have not passed the campus screening and may not be admitted onto any EPISD facilities at this time, including this campus. We look forward to welcoming you back to [Campus Name] once you have completed one of the following methods of ensuring you no longer present a risk to our campus community:

**If you are experiencing COVID-19 symptoms in a way that is not normal for you:**

**1) Option One:**

1. You may return to an EPISD campus once all three of the following criteria are met:
  - a) at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications)
  - b) the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - c) at least ten days have passed since symptoms first appeared.

Please note that, under this option, the soonest you may return to campus is [DATE 10 days from DATE OF ISSUANCE].

**2) Option Two:**

- Obtain a medical professional's note clearing you for return based on an alternative diagnosis.

**3) Option Three:**

- Obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19

**If you were in close contact with an individual who is lab-confirmed to have COVID-19:**

- 14 days have passed since the last close contact with the lab-confirmed individual.

Please note that, under this option, the soonest you may return to campus is [DATE 14 days from RELEVANT START DATE OF 14-DAY PERIOD].

Upon your return to campus, you will be re-screened, and verification of the completion of one of the options above will be required.

Sincerely,

Principal [Campus Name]

# EPISD Reopening Plan For Parents & Students

A Disease Mitigation Plan in Response to COVID-19

## Appendix B: Coronavirus (COVID-19) Visitors Screening Tool *(in Spanish)*




EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

### NOTIFICACIÓN DEL REQUISITO DE EXAMEN DE SALUD PARA LOS VISITANTES

Para evitar que personas con COVID positivo ingresen a nuestros campus, EPISD requiere que todos los visitantes respondan a un conjunto de preguntas de evaluación. Las preguntas se indican a continuación. Responda las siguientes preguntas en el orden numerado. Si pasa esta evaluación, no conservaremos esta información. Si no pasa esta evaluación, retendremos esta información solo hasta que cumpla con los criterios para regresar al campus, lo que incluye permitir que pase el período infeccioso potencial.


1. ¿Ha experimentado alguno de los siguientes síntomas que indican una posible infección por COVID-19?
  - a. Temperatura de 100.0 grados Fahrenheit o más cuando se toma por vía oral;
  - b. Dolor de garganta;
  - c. Nueva tos no controlada que causa dificultad para respirar (o, para estudiantes con tos alérgica / asmática crónica, un cambio en su tos desde el inicio);
  - d. Diarrea, vómitos o dolor abdominal; o
  - e. Nuevo inicio de dolor de cabeza severo, especialmente con fiebre.

Por favor responda SÍ o NO. Si respondió SÍ a esta pregunta, . Se le proporcionará la NOTIFICACIÓN DE EVALUACIÓN DE SALUD FALLIDA y no se le permitirá ingresar a la escuela hasta que hayan aprobado los requisitos del formulario.

2. ¿Ha tenido contacto cercano con alguna persona que haya sido confirmada en laboratorio con COVID-19 en los últimos 14 días?

*El contacto cercano se define como:*

- Estar directamente expuesto a secreciones infecciosas (por ejemplo, ser tosido); o
  - Estar dentro de 6 pies por una duración acumulativa de 15 minutos;
- Si cualquiera de los dos ocurrió en los últimos 14 días al mismo tiempo, el individuo infectado era infeccioso.

Por favor responda SÍ o NO. Si respondió SÍ a esta pregunta, . Se le proporcionará la NOTIFICACIÓN DE EVALUACIÓN DE SALUD FALLIDA y no se le permitirá ingresar a la escuela hasta que hayan aprobado los requisitos del formulario.

PASO FINAL: Proporcione una lectura de temperatura, ya sea utilizando el quiosco o el dispositivo portátil. Si tiene fiebre mayor o igual a 100.0°F, no se le permitirá ingresar al edificio. Utilice otras formas de comunicación, como teléfono o correo electrónico. Se le proporcionará la NOTIFICACIÓN DE EVALUACIÓN DE SALUD FALLIDA y no se le permitirá ingresar a la escuela hasta que hayan aprobado los requisitos del formulario.

**Si el visitante pasa todos los pasos anteriores, él / ella puede ingresar a la instalación.**

# EPISD Reopening Plan *For Parents & Students*

*A Disease Mitigation Plan in Response to COVID-19*

## Appendix B: Coronavirus (COVID-19) Visitors Screening Tool *(in Spanish)*

[PARA QUE LA ESCUELA REVISEN COMO APROPIADO]

La notificación a continuación podría adaptarse para servir como ventana emergente, volante, correo electrónico u otro método de notificación. Esta información también podría compartirse con los visitantes, aunque en algunos casos puede no ser relevante para ellos.

### NOTIFICACIÓN DE EXAMEN DE SALUD FALLIDO

Según la información divulgada en respuesta a la evaluación de COVID-19, no ha pasado la evaluación del campus y no puede ser admitido en ninguna instalación de EPISD en este momento, incluido este campus. Esperamos darle la bienvenida nuevamente a [Nombre del campus] una vez que haya completado uno de los siguientes métodos para garantizar que ya no presente un riesgo para nuestra comunidad del campus:

**Si experimenta síntomas de COVID-19 de una manera que no es normal para usted:**

**1) Opción uno:**

1. Puede regresar a un campus de EPISD una vez que se cumplan los tres criterios siguientes:
  - a) ha transcurrido al menos un día (24 horas) desde la recuperación (resolución de la fiebre sin el uso de medicamentos antifebriles)
  - b) el individuo tiene una mejoría en los síntomas (p. ej., tos, falta de aliento); y
  - c) han pasado al menos diez días desde que aparecieron los primeros síntomas.

Tenga en cuenta que, bajo esta opción, lo más pronto que puede regresar al campus es [FECHA 10 días a partir de la FECHA DE EMISIÓN].

**2) Opción dos:**

- Obtenga una nota de un profesional médico que lo autorice a regresar basándose en un diagnóstico alternativo.

**3) Opción tres:**

- Obtenga una prueba de infección aguda en un lugar de prueba aprobado (<https://tdem.texas.gov/covid-19/>) que resulte negativo para COVID-19

**Si estuvo en contacto cercano con una persona que ha sido confirmada por laboratorio para tener COVID-19:**

- Han pasado 14 días desde el último contacto cercano con la persona confirmada por el laboratorio.

Tenga en cuenta que, bajo esta opción, lo más pronto que puede regresar al campus es [FECHA 14 días desde la FECHA DE INICIO RELEVANTE DEL PERIODO DE 14 DÍAS].

A su regreso al campus, volverá a ser evaluado y se requerirá la verificación de la finalización de una de las opciones anteriores.

Sinceramente,

Director [Nombre del campus]