



EPISD



REOPENING *Plan*

For Staff *El Paso Independent School District*

REV 10-15-20

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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 staff*



Letter from the Superintendent

Welcome back to EPISD! I want to express my deep gratitude and appreciation for your extraordinary efforts during our unprecedented school closure and quick transition to EPISD@HOME. District leaders took their March 2020 Spring Break to plan, and two weeks later launched EPISD@HOME. It was challenging and we stumbled, but most importantly, we led with heart and continuously improved on our connection and engagement with students.

Our current work, often performed from home, has been essential to maintaining District operations during the coronavirus crisis. From distributing meals to kids to processing our employees' paychecks, our Central Office staff has done an outstanding job keeping our operations flowing throughout the pandemic.

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.

This reopening handbook is an effort to ensure the safety of staff upon the return to the workplace in this unprecedented time. Employees are asked to carefully review the handbook and to strictly adhere to its recommendations. Every known tool is being employed to ensure safety, and the cooperation of all employees is essential. Even more so than usual, the support of central and campus staff is critical to District operations in this challenging time. Working together, and following the recommended safety protocols, we will get through this crisis. Thank you for your anticipated cooperation and dedication to our District.

Sincerely,

Juan E. Cabrera
Superintendent

EPISD Reopening Plan *For Staff*

Introduction

The safety and well-being of all staff and visitors are a priority for EPISD as the District begins to shift from working from home to returning to the office. Various changes in the way the workplace looks as well as new practices and protocols have been implemented to follow recommended safety guidelines.

The goal is to collaboratively ensure that all employees and visitors in district facilities feel safe and secure to effectively navigate the complexities of a “new normal.” The new safety measures implemented include: more frequent sanitizing of public and work areas; access to hand sanitizer throughout the building; flexible work schedules to avoid large congregations of people; and protocols detailed in this handbook. The cooperation of all staff in maintaining a safe environment as the District and the community continue to fight the spread of COVID-19 is critical. 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 circumstances.

This handbook is EPISD’s guidance on re-entry into the workplace and will be updated regularly as more information becomes available. The information contained in this handbook outlines the current best practices provided by federal, state and local health officials for removing or preventing COVID-19 in the work environment. This plan will be reviewed weekly by the Re-entry committee for effectiveness and revised as needed to meet the needs of our stakeholders, students and staff.

Phases and Timelines

- Since March 13, 2020, the District has maintained operations in primarily a virtual work environment with the exception of essential functions. Employees may only return to work at an office or campus if requested and/or authorized by their immediate supervisor through their designated Cabinet Member. District offices and campuses will remain closed to the public until the Reopening Timeline below.

Reopening Timeline (See Appendix A for 2020-2021 Calendar)

- In anticipation of schools reopening later this fall, all employees are expected to be ready to report physically to their work site with additional safeguards (utilizing A Day/ B Day rotations to the extent possible), when authorized by their immediate supervisor. District offices and campuses may be open to the public, but an appointment is encouraged with the department/campus being visited. This directive may be modified and may include a full return to normal operations, with all employees back to their work locations, depending on the needs of the district. A final determination will be decided based on COVID-19 case data and other relevant information. Employees are expected to review their email regularly to ensure they have the most up-to-date information.

EPISD Reopening Plan For Staff

General Guidelines

COVID-19 Email Hotline

- Any questions or requests for information or support related to COVID-19 should be directed to covid19request@episd.org.

Building Hours

- District buildings will be open from 7:00 a.m. to 7:00 p.m. Employees should arrive 10 minutes prior to their start time to allow time for the screening process.

The building, offices, and workstations will undergo a frequent EMIST sanitization or other cleaning process, designed to disinfect working areas.

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 will include the removal of seats and the closure of lounges within open areas, and the use of spacing tables at reception areas.

Work Schedule

- To the extent possible, supervisors should stagger start/arrival times for employees. Suggested time of start/arrival times of 7 a.m., 7:30 a.m., 8 a.m., and 8:30 a.m., Monday through Friday, may be utilized to avoid the lines for the screening process. An initial building occupancy rate of 25 percent will be allowed during the re-entry process. However, if areas can accommodate more than this amount with proper social distancing, this percentage may be increased. Employees are responsible for consulting with their supervisor to determine the start and end times of their daily work schedule. Employees who take a working lunch will be compensated for this time, which will be considered part of normal work hours. This will reduce the need for staff to leave for lunch, receive food deliveries, or interact with lobby and elevator traffic. It will reduce the need for additional pre-screening upon re-entry to the building and will maximize employee safety. Employees who require a non-working lunch break should check in and out for that time.

Check In/Check Out

- Employees working on site shall have proper authorization from their immediate supervisor.
- Hourly employees authorized to work at an on-site location are required to account for time worked by swiping in and out.
- Exempt employees authorized to work at on-site locations are required to communicate and check in daily with their immediate supervisor.

Appointment Scheduling

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

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Visitors with an Appointment

If a visitor has an appointment, the front desk staff will direct the visitor to the corresponding department 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.

Visitors without an Appointment

If a visitor does not have an appointment, the department will be contacted to 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.

Vendors and Deliveries

For deliveries at EPISD-Boeing

Couriers will not be allowed to make deliveries to department floors. All couriers will be instructed to make deliveries at the EPISD Mail Office. A representative from the department will be responsible for picking up the shipment from the Mail Office. The front receptionist also will be receiving deliveries at the entrance of Building A. Employees should limit food deliveries and arrange to receive couriers outside the front entrance of the building. Employees will need to be re-screened to re-enter the building. All vendor deliveries, previously received at the Boeing Warehouse, will now be delivered to the Delta Operations Center Warehouse.

For deliveries at campuses

Deliveries will only be allowed to be delivered either at the EPISD James Gamble Transmountain Facility or at the Front Office located at 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 away 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. Any employees that exit the building to receive deliveries will need to be re-screened to re-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.

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 a member of the Superintendent's Cabinet.

EPISD Reopening Plan *For staff*

Stop the Spread of Germs

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



Stay at least 6 feet
(about 2 arms' length)
from other people.



Cover your cough or sneeze with a
tissue, then throw the tissue in the
trash and wash your hands.



When in public, wear a
cloth face covering over
your nose and mouth.



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



Stay home when you are sick,
except to get medical care.



Wash your hands often with soap
and water for at least 20 seconds.

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Health and Employee Safety

EPISD continues to monitor the progression of the coronavirus. With more than 8,000 employees across the District, we all play an important role in minimizing the risk and impact to each other and our operations. Your health and safety remain our top priority. As a result, the District continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep employees safe. In order to address the spread of COVID-19, it is important to know how the virus is transmitted.

Transmission of COVID-19

- The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths, eyes or noses of people who are nearby or possibly be inhaled in the lungs. Spread of the virus is more likely when people are in close contact for an extended period. People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your eyes, mouth or nose, but this is not thought to be the primary way the virus spreads. The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Persons at Higher Risk

- Based on what we know, persons at high risk for severe illness from COVID-19 include: people 65 years and older; people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes; people on dialysis; people with liver disease; and people with compromised immune systems.

Symptoms of COVID-19

- The new coronavirus (COVID-19) is not the same as the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases may be fatal. 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.

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Department/Campus Administrators

- Each department/campus 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 in mapping unidirectional traffic in their work spaces, ensuring directional arrows and signage are installed, reconfiguring office space usage as needed to promote appropriate distancing/spacing, and implementing 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 the name and contact information of their respective site facilitators to staff and parents. This individual will be the primary contact for staff, students and visitors at the campus level for COVID-related questions.

On the first day a student attends school on campus, each campus shall provide instruction to staff 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 book. These additional guidelines can be found in campus-level documents.

Site Facilitators

- Site facilitators also will collaborate with department/campus administrators to implement safety protocols and procedures at their respective workplaces.:
 - Screenings (temperature checks and health questions before entering a work site)
 - Face masks
 - Social distancing
 - Personal protective equipment for employees and guests
 - Cleaning supplies
 - Signage standards
 - Parking lot procedures
 - Entrances, exits, and unidirectional traffic flow for employees and guests
 - 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.

Safety Protocols

- All 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

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- Maintain 6 feet of distance when encountering others
 - Have a face covering available and wear at all times when in the vicinity of others
 - Do not gather or congregate when encountering others
 - Employees shall contact supervisors if experiencing COVID-19 symptoms and stay home
 - Employees 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
 - As a reminder, staff should not disclose the identity of any employee with COVID-19 symptoms or a confirmed diagnosis
- Disposable face masks will be provided upon entry to the building if an employee or visitor arrives without one. Hand sanitizer, portable hand sanitizer dispensers, spray cleaners, and disinfectant wipes will be available in shared areas. Doors in shared areas may need to remain open to avoid multiple persons touching the handles
 - Limit sharing of the following:



EQUIPMENT & SUPPLIES



FOOD ITEMS



ELECTRONIC DEVICES



BOOKS



LEARNING TOOLS

PPE Guidelines for Purchasing, Allocation and Distribution

- Guidelines for both Central Office and campuses have been developed for the purchase, allocation and distribution of PPE to ensure its availability and use at all times. The Texas Education Agency (TEA) has procured PPE to help school systems reopen for the 2020-21 school year through a collaboration with the Governor's Strike Force and the Texas Department of Emergency Management.

These guidelines govern the following type of PPE:

- Disposable Masks
- Reusable Masks
- Gloves
- Thermometers
- Hand Sanitizer
- Sanitizing Wipes
- Face Shields

Any other PPE will be considered on a case by case basis and should be purchased with that department or campus budget. See further details in Appendix D: PPE Purchase, Allocation and Distribution Guidelines for EPISD, adopted 6.30.20.

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Social Distancing

- The District will implement social distancing protocols within buildings. Individuals should keep a six-foot minimum distance. The number of persons entering and exiting the building will be monitored throughout the day. Work schedules for staff will be determined to ensure social distancing can be maintained.

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 (visitors, vendors, parents, tenants, employees, etc.) approved to enter a District facility will be required to wear face masks in public areas and shared spaces. Employees are strongly encouraged to wear their own personal face masks (over the nose and mouth) and gloves (if their assignment so requires) to work. If an employee does not have their own personal mask, the District will provide employees with the appropriate face mask and gloves, as necessary.

Employees in individual offices must wear a face mask when entering a shared area or hosting a guest. Guests should not be hosted in individual offices unless 6 foot social distancing can be enforced. As a reminder, face masks do not replace the need to maintain social distancing and frequent handwashing.

Personal Face Masks

- Employees can wear their own 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-appropriate, non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. 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.
 - Does not need to be medical grade.
 - Must be worn prior to entering the building and in shared areas of the building at all times.
 - Must be disposed of in designated waste containers.

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.

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- 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 guide on washing your mask for reuse.

Gloves

- If required by their position, employees will be supplied with gloves. Follow these tips for gloves:
 - Wash your hands before putting the gloves on.
 - Remove hand jewelry prior to use.
 - Make sure gloves fit properly.
 - Be aware that sharp objects can puncture gloves.
 - Always change your gloves if they rip or tear.
 - Never reuse, share, wash or disinfect gloves.

How to remove gloves

- Pinch and hold the outside of the glove near the wrist area.
- Peel downwards, away from the wrist, turning the glove inside out.
- Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
- With your ungloved hand, slide your fingers under the wrist of the remaining glove, taking care not to touch the outside of the glove.
- Again, peel downwards, away from the wrist, turning the glove inside out.
- Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
- After removing gloves, wash your hands thoroughly with soap and water or alcohol-based hand sanitizer.

Face Shields

- Face shields will 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

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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.

Stop the Spread of Germs

- The District will display posters encouraging hand washing with soap and water for at least 20 seconds and reminding individuals to dispose of tissues immediately after use. Employees can do their part to help prevent the spread of respiratory diseases by following these guidelines:

In addition, hand sanitizer will be available for employees at the front entrance of every building. Departments are also encouraged to have hand sanitizer available in their areas.

Enhanced Cleaning

**STOP GERMS
WASH YOUR HANDS**

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

2 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.

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

4 Rinse hands well under clean, running water.

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

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

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- 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 chemicals 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.

- 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

Suggested employee personal area cleaning

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

Custodial Operations will provide the following PPE for all Custodial Staff:

- Masks
- Gloves (if deemed necessary by position)
- Thermometers
- Hand Sanitizer
- EPA Registered disinfectants

COVID-19 Custodial Response

EPISD Reopening Plan For staff

- 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 Operations 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 elapsed, 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 machine with the EPA registered disinfectant (Rejuvna - #16). The Head Custodian will apply the disinfectant throughout the affected area as 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 Operations shall 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 is all that will be required.

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

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

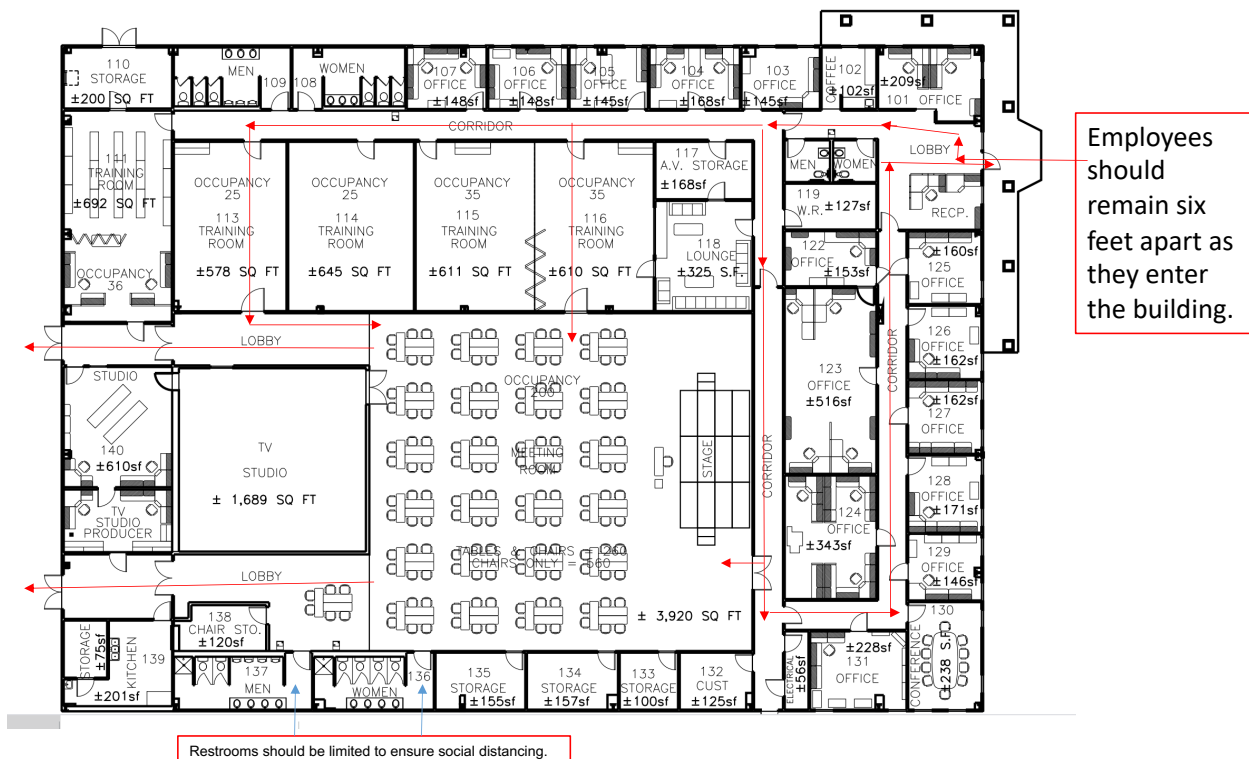
- Custodial Inspectors contact information:
 - Daniel Navarrete – West Inspector 230-2417/630-5055
 - Fernando Rodriguez – Northeast Inspector 230-2418 / 777-7428
 - Tony Medrano – South Central Inspector 230-2419 / 355-8574
 - Amanda Burns – Director Custodial Operations 230-2416/526-3256

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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:



Disposable personal protection will be provided in the lobby for staff, students and visitors arriving without face masks or gloves.

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.

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The Employee Health Clinic, located in Building A within Ed Center Boeing is the designated area for Ed Center, PDC, IT Murchison Building, SPED at Burseson, James Gamble Transmountain Facility and Delta Operations Center (DOC).

Each campus will identify another separate area for students in addition to the area for staff to ensure separation and confidentiality of both parties.

Water Fountains

- Employees are discouraged from using the water fountains unless they are touchless water fountains to fill water bottles.

Staff are encouraged to bring their own water bottles to avoid use of water fountains without the touchless feature.

Conference and Training Rooms

- The following guidelines will apply to the use of conference rooms and shared workspaces:
 - Conference rooms and shared workspaces will be CLOSED or may be repurposed. Teams are encouraged to continue the use of electronic mediums to conduct group meetings. CiscoWebEx and Zoom shall be used for setting up electronic meetings.
 - For special circumstances, permission may be obtained from an assistant superintendent or Cabinet member to conduct in-person meetings. Should permission be granted, the following protocols apply:
 - All persons in attendance should wear proper protective gear throughout the duration of the meeting.
 - Meetings will be capped at 25% occupancy of the meeting space, which should be no more than two-six people in most cases.
 - Seating, if used, should be situated so that persons are always at least six feet apart.
 - White boards ARE NOT to be used, unless each individual person has a personal set of markers, so that writing utensils are not shared among participants.
 - Tables and surfaces should be wiped down with sanitizing products at the start and end of each meeting.
 - Staff should plan for a 30-minute window between meetings for cleaning.

Parking Areas

- Employees and visitors should not congregate in the parking lots.

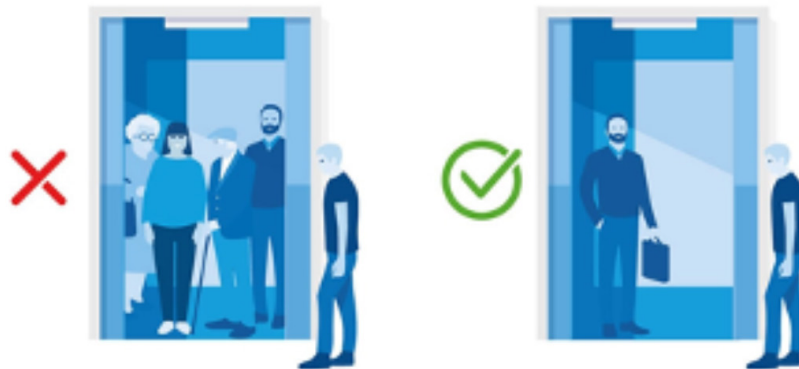
Restrooms

- 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.

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Elevators

- The maximum capacity allowed in each elevator will be determined by the site facilitator.



Stairwells

- When using stairwells wear a face mask, maintain social distance and use a paper towel, tissue, disinfectant wipe, or gloves to avoid hand contact with the handrail.

Stairwells should be one directional only [subject to approval of Fire Marshal] with directions clearly marked.

Improving Air Flow

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

Plexiglass in common areas

- Plexiglass shields will be placed throughout common areas at campuses/departments in order to provide additional protection for individuals. Plexiglass will be placed in those areas that serve visitors such as the attendance office, library and the front reception area. Each campus/department shall evaluate their 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 to promote social distancing and wearing of a face mask will be provided to campuses/departments as needed. Signs also will direct traffic to building entrances to ensure the appropriate screenings are conducted.

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Individual Offices

- Employees in individual offices should not hold meetings or host guests unless the six-foot social distancing can be enforced.

Workstations

- Employees will be required to follow a “clean desk” protocol. No food, drinks or items that can be damaged should remain on the desk at the end of the workday. Personal cups, water bottles, etc., should be put away in drawers or cabinets. Workstations will undergo a daily intensive cleaning, which requires that workstations be clear. The workstation of an employee who demonstrates symptoms consistent with COVID-19 or has been diagnosed with COVID-19 will not be used for 24 hours. After 24 hours, the workstation will be cleaned and sanitized by Custodial Operations.

Conference and Training Rooms

- The following guidelines will apply to the use of conference rooms and shared workspaces:
 - Employees are encouraged to conduct group meetings, including meetings with parents, via video conferencing platforms such as Cisco Webex and Zoom.
 - 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 participants can maintain six feet of social distancing while inside and/or seated in the room.
 - ♦ 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.

Meals and Break Rooms

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

EPISD Reopening Plan *For Staff*

Main Cafeteria Room	<ul style="list-style-type: none">• Employees are encouraged to bring foods and beverages (including coffee) from home.• Social distancing should be enforced• Employees should not share their food or utensils• Cafeteria should be limited to 25% capacity• Staggered lunch schedules should be observed.
Break Rooms	<ul style="list-style-type: none">• Employees may use break rooms, one person at a time.• No congregating of employees will be permitted.• While these areas will be sanitized daily, Cleaning products will be made available in break rooms to allow employees to personally sanitize common touch points before and after use.• Sharing of any foods or utensils is strongly discouraged.
Vending Machines	<ul style="list-style-type: none">• Vending machines are still available for use.• Use a tissue when pressing buttons and use sanitizer after use.

Activities



All social gatherings or group activities are cancelled. This includes sharing food of any kind, potlucks, and/or office celebrations requiring groups to gather.



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



Avoid visiting or socializing at another employee's cubicle or office.

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 sent to IT for service may be wiped and reimaged, which could result in data loss. As a precautionary measure, back up any critical data prior to dropping off the device.

EPISD Reopening Plan *For Staff*

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:

Safety Precautions to Best Protect Yourself and Others

- When cleaning technology devices, it is important to follow manufacturer guidance.
- Wear a face mask.
- Wear gloves when handling technology items.
- Wash hands frequently or use hand sanitizer with at least 60% alcohol.
- Maintain at least six feet of distance when verifying the delivering or receipt of technology items.

General Cleaning Tips

- Use a lint-free cloth, screen wipe, or microfiber cloth.
- Prior to sanitizing a laptop, close the laptop, remove the battery from the bottom and unplug all external power sources and cables.
- 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.
- Remove dirt, dust and crumbs from the keyboard, using a can of compressed air.
- Do not use bleach or other aerosol sprays.
- Do not submerge or spray cleaner directly on devices.

Supply Rooms and Shared Equipment



Teams should assign a designee responsible for fulfilling supply requests. This will limit the number of people having access to the space, and provide minimal contamination of resources, provided that appropriate PPE and distancing are in place.



While shared equipment will be treated nightly, individuals are responsible for sanitizing shared equipment, such as copy machines, before and after use. Wipes and cleansers will be provided.



Sharing supplies, such as pens, pencils, notepads, etc., and congregating in work and supply areas is strongly discouraged. Desks and any touchable surfaces should be wiped down daily at the end of use.



If a supply area is locked, or otherwise unavailable to you, please consult with your supervisor prior to attempting to gain access.

EPISD Reopening Plan *For Staff*

Screening Process

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 in Appendix B. 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. Employee should contact the Employee Benefits at 915-230-2060 or Health Services at 915-230-2100 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.

Visitors

- All visitors will be screened using the Coronavirus (COVID-19) Visitors Screening Tool (in English and Spanish) in Appendix C 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 C 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 temperature screenings. Departments/campuses will also be provided hand-held thermometers to assist with protocols. Follow these steps for screening:
 - Plan to arrive at least 10 minutes prior to start time.
 - Upon arrival to the building/work site, proceed to the designated area where temperature checks will be conducted daily.
 - Your forehead should not be exposed to direct sunlight and should be unobstructed by hair during screening.
 - The 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 permitted to enter the building or will be redirected to a designated area (student) or not be permitted to enter the building (visitors). For staff, contact Employee Benefits or Health Services representatives for further instructions.

EPISD Reopening Plan *For Staff*

Guidelines for 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, determine if they have begun experiencing any of the following recently:

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 six feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

The employee is considered in “close contact” if either occurred at any time in the previous 14 days during when the infected individual was infected.

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.

Guidelines for employees who fail the self-screening, come in close contact with an individual who has COVID-19 or who become ill during the workday

- All staff should stay informed, practice healthy habits, and avoid sharing equipment when possible to prevent the spread of the highly contagious virus. Signs or symptoms may appear two-14 days after exposure to the virus. After self-screening, staff must report to the District if they themselves have COVID-19 symptoms or are lab confirmed with COVID-19, and, if so, they must remain off campus/district office until they meet the criteria for Return-to-Work as noted on page 26. Additionally, they must report to the District if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined above, and, if so, must remain off campus until the 14-day incubation period has passed.

EPISD Reopening Plan *For Staff*

Staff who becomes ill during the workday of COVID-19 related symptoms should be sent home immediately and follow the Return-to-Work guidance on page 26.

In all of the above cases, the employee will not be permitted to work until they have met the requirements under the Return to Work Guidance on page 26. Below are the required steps for supervisors to report a diagnosis or exposure.

Campus/Department Supervisor

1. Immediately contact the designated Assistant Superintendent/Leadership supervisor if an employee reports a diagnosis of or exposure to COVID-19.
2. Notify HR/Employee Benefits and Health Services.
3. Instruct employee to immediately contact HR/Employee Benefits by email at employeebenefits@episd.org if exposed to or diagnosed with COVID-19.
4. Update personal and emergency contact information for employee.
5. Schools must notify all teachers, staff, and families of all students when a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities. The notification is consistent with other incidents of communicable diseases and legal confidentiality requirements. The Chief Communications Officer will oversee such notification procedures to parents and staff through Community Engagement. A sample NOTIFICATION OF CONFIRMED COVID-19 CASE ON CAMPUS is included for reference in Appendix E.

Designated Leadership/Assistant Superintendent will coordinate the following

1. Immediately separate an employee who identifies symptoms, exposure or diagnosis of COVID-19.
2. Close off areas used by the employee.
3. Determine the date and time the employee was in physical proximity (six feet or less) of any employees, students, or the community.
4. Identify dates and names of individuals (e.g., employees, students, parents, community members) the employee may have had contact with or been within six feet or less during the last 14 days.
5. Provide written notification (template) to individuals who were identified as having exposure risk. Provide names of the identified employees to Employee Benefits.
6. Work with the supervisor and employee to determine the last date the employee was physically present in any district facility.
7. After the initial isolation of that area for 24 hours, work with custodial staff to sanitize the possible exposed areas within the next 72 hours.
8. Contact each supervisor that may have had the employee in their work area within the past 72 hours to determine exposure risk and create a clean-up/disinfectant plan (e.g., principal, athletics, fine arts, technology, custodial, maintenance, food service, transportation).
9. Monitor the situation closely and keep the superintendent updated.

Health Services

1. Contact City Health Department personnel if applicable
2. Assist with symptom inquiries
3. Assess quarantine requirements

EPISD Reopening Plan For Staff

Employee Benefits will do the following

1. Provide employee information on available leave benefits including emergency paid sick leave (EPSL), expanded family and medical leave (EFML), and state/local personal and sick leave.
2. Address any requirement to provide fitness for duty before returning to work.

Community Engagement will do the following

Inform the superintendent and other relevant District leaders, including members of the Board of Trustees. Maintain the employee's confidentiality whenever possible and remind others of the need to keep personal and medical information confidential.

Return-to-Work Guidance

- 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. 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 below conditions for campus re-entry have been met:
 - In the case of an individual who was diagnosed with COVID-19, the individual may return when all three of the following criteria are met:
 - ◆ At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
 - ◆ The individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - ◆ At least 10 days have passed since symptoms first appeared.
 - ◆ Negative COVID-19 Test
 - In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to 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/>) indicating 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.

All inquiries regarding an employee return-to-work request should be submitted to Employee Benefits at employeebenefits@episd.org.

EPISD Reopening Plan *For Staff*

Employee Support

All staff are encouraged to communicate any concerns to their supervisor. In the event additional services or information is needed, below are resources available for employees.

Resource	Phone	Email/Website
Employee Benefits	915-230-2060	employeebenefits@episd.org
Payroll Office	915-230-2120	payrolloffice@episd.org
Health Services	915-230-2100	healthservices@episd.org

Training Available

- Staff training will be available in the following areas:
 - Proper handwashing technique
 - Proper respiratory etiquette
 - Temperature taking for supervisory level
 - Proper PPE technique

Trainings will be offered through EPISD University. Employees will be notified through my.episd.org portal as to when new trainings are offered.

Staff should be trained specifically on the protocols outlined in this plan.

Employee's Rights under the FFCRA

- See Appendix F for Employee's right under the Families First Coronavirus Response Act (FFCRA).

Other District Protocols

- Departments who develop their own individualized plans should align them with this plan and its protocols. For Athletics, see Appendix G for Summer Strength and Conditioning and Sport-Specific Skill Instruction.

A Reopening Plan for Parents and Students has been issued to provide guidance for parents/students. This plan should be reviewed by staff to ensure full understanding and compliance of all District protocols.

EPISD Reopening Plan *For Staff*

Employee Support 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						

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
- ★ Early Release
- 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

EPISD Reopening Plan *For Staff*

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



EL PASO
INDEPENDENT
SCHOOL DISTRICT

Coronavirus (COVID-19) Self-Screening Tool

Instructions: This self-screen tool should be used as a guide for employees to self-screen prior to reporting to work. This self-screen should be completed **each day**.

Step 1: Ask yourself the following:

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

- Feeling feverish or a measured temperature greater than or equal to 100.0°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.

If yes to any of the above, do not report to work. Please notify your supervisor immediately to advise that you will not be reporting to work. Contact the Employee Benefits or Health Services Department for guidance and/or information.

Step 2: If you answer no to the questions in Step 1, ask yourself the following question:

- Have you been in close contact with someone who is lab confirmed for 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.

If yes to above, do not report to work. Please notify your supervisor immediately to advise that you will not be reporting to work. Contact the Employee Benefits or Health Services Department for guidance and/or information.

Step 3: Report to work where your temperature will be taken. If you report to work with a fever of greater than or equal to 100.0°F, you will not be allowed to report to work. Please notify your supervisor immediately to advise that you will not be reporting to work. Contact the Employee Benefits or Health Services Department for guidance and/or information.

EPISD Reopening Plan *For Staff*

Coronavirus (COVID-19) Self-Screening Tool *in Spanish*



EL PASO
INDEPENDENT
SCHOOL DISTRICT

Forma de autoevaluación de coronavirus (COVID-19)

Instrucciones: Este documento de autoevaluación debe usarse como guía para que los empleados realicen una autoevaluación antes de presentarse al trabajo. Esta auto-pantalla debe completarse **cada día**.

Paso 1: Pregúntate lo siguiente:

¿Has comenzado recientemente a experimentar algo de lo siguiente de una manera que no es normal para ti?

- Sensación febril o una temperatura medida mayor o igual a 100.0°F
- Dolor de garganta;
- 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);
- Diarrea, vómitos o dolor abdominal; o
- Nuevo inicio de dolor de cabeza severo, especialmente con fiebre.

En caso afirmativo a cualquiera de los anteriores, no se presente al trabajo. Notifique a su supervisor de inmediato para informarle que no se presentará a trabajar. Comuníquese con el Departamento de Beneficios para Empleados o el Departamento Servicios de Salud para obtener orientación o información.

Paso 2: Si responde no a las preguntas en el Paso 1, hágase la siguiente pregunta:

¿Has estado en contacto cercano con alguien que está confirmado en laboratorio para COVID-19?

El **contacto cercano** lo determina una agencia de salud pública apropiada. Para mayor claridad, el contacto cercano se define como:

- exponerse directamente a secreciones infecciosas (por ejemplo, toser sin usar una máscara o careta); o
- estar dentro de 6 pies por una duración acumulada de 15 minutos, sin usar una máscara o careta.

Si cualquiera de los dos ocurrió en los últimos 14 días al mismo tiempo, el individuo infectado era infeccioso. Se presume que las personas son infecciosas al menos dos días antes del inicio de los síntomas o, en el caso de las personas asintomáticas confirmadas en laboratorio con COVID-19, dos días antes de la prueba de laboratorio de confirmación.

Si respondió Sí a lo anterior, no se presente al trabajo. Notifique a su supervisor de inmediato para informarle que no se presentará a trabajar. Comuníquese con el Departamento de Beneficios para Empleados o el Departamento de Servicios de Salud para obtener orientación o información.

Paso 3: Reportase al trabajo donde se tomará su temperatura. Si se reporta a trabajar con fiebre mayor o igual a 100.0°F, no se le permitirá presentarse a trabajar. Notifique a su supervisor de inmediato para informarle que no se presentará a trabajar. Comuníquese con el Departamento de Beneficios para Empleados o el Departamento de Servicios de Salud para obtener orientación o información.

EPISD Reopening Plan *For Staff*

Appendix C: 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 Staff*

[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 Staff*

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:

- o Estar directamente expuesto a secreciones infecciosas (por ejemplo, ser tosido); o
- 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 Staff*

[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 PERÍODO 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]

EPISD Reopening Plan *For Staff*

Appendix D: PPE Purchase, Allocation & Distribution Guidelines for EPISD

adopted 6.30.20

In conjunction with the reopening plan of EPISD for both district central offices and campuses, these guidelines for personal protection equipment (PPE) have been developed to ensure that PPE is available for use at central offices and campuses. The Texas Education Agency (TEA) has procured PPE to help school systems reopen for the 2020-21 school year through a collaboration with the Governor’s Strike Force and the Texas Department of Emergency Management. The Procurement and School Resources Department will be the lead department assigned to purchase, allocate and distribute PPE.

- These guidelines govern the following type of PPE:
 - Disposable Masks
 - Reusable Masks
 - Gloves
 - Thermometers
 - Hand Sanitizer
 - Sanitizing Wipes
 - Face Shields

Any other PPE will be considered on a case by case basis and should be purchased with that department or campus budget.

Type of PPE	Directive	Budget Impact	Available in Warehouse?	Allocation	Distribution
Disposable Masks	All employees, students and visitors will be required to wear a mask at all facilities within EPISD.	Districtwide	Yes	Disposable masks will be provided to each campus/office for anyone arriving without a mask.	A box of disposable masks will be pro-vided to each campus/office to provide to those that arrive at the campus/ office without a mask. Distributions will be made based on employee and student count.
Reusable Masks	All employees, students and visitors will be required to wear a mask at all facilities within EPISD.	Districtwide	Yes	Reusable masks will be provided to those employees and students that do not have a mask available.	Assigned employees and students will receive a reusable mask. Distributions will be made based on employee and student count.
Reusable Masks w/ Logo	All employees, students and visitors will be required to wear a mask at all facilities within EPISD.	Campus/ Dept	No; this is a direct purchase and will not be stocked in the warehouse.	Reusable masks w/logo will be provided for employee/student use as defined by the purchaser.	Specific campus/ department users

Appendix D: PPE Purchase, Allocation & Distribution Guidelines for EPISD

adopted 6.30.20

Type of PPE	Directive	Budget Impact	Available in Warehouse?	Allocation	Distribution
Gloves	Only those employees/ students that require the use of gloves for their specific assignment will need to wear gloves.	Districtwide	Yes	Gloves for daily use.	Primarily distributed to Special Education, Health Services and Police Department staff at campus and district level*
Thermometers	All employees, students and visitors will be screened for temperature on a daily basis.	Districtwide	Yes	Thermometers will be provided to ensure that temperatures can be taken daily.	Sufficient thermometers will be provided to campuses and departments based on numbers of employees and students
Hand Sanitizer for General Use	Hand sanitizer should be used regularly to reduce the risk of spreading the virus.	Districtwide	Yes	A minimum of two (2) hand sanitizer stations will be distributed per site along with hand sanitizer by the gallon.	All campuses will receive at least two stations; Office buildings will receive a minimum of two stations depending on the size of the building.
Hand Sanitizer for Office Use	Hand sanitizer should be used regularly to reduce the risk of spreading the virus.	Districtwide	Yes	A minimum of two (2) hand sanitizer stations will be distributed per site along with hand sanitizer by the gallon.	All campuses will receive at least two stations; Office buildings will receive a minimum of two stations depending on the size of the building.
Sanitizing Wipes	Sanitizing wipes should be available for campus/department use as necessary to clean/disinfect working areas.	Campus/ Dept	Available for requisitioning; campus/depts can also buy them directly through another vendor	For individual office use, campuses or departments are allowed to purchase sanitizing wipes for their re-spective areas.	Specific campus/ department users
Face Shields	Only those employees that have close or direct contact with students should wear face shields.	Districtwide	Yes	Face shields for regular use. Face shields should be cleaned/ disinfected on a daily basis.	Primarily distributed to Special Education, Health Services and Police Department staff at campus and district level

*Gloves will also be used for Food Services and Custodial Operations; those departments will purchase for their own needs out of their own budget.

For Districtwide requisitions, these will be provided at NO COST to campuses and departments. Submit requests through the normal Warehouse requisitioning process.

For campus and department purchases, PPE is considered a reimbursable FEMA expense; please ensure that these expenses are coded to sub object code 919 to ensure the District tracks COVID-19 expenses. If necessary, submit a budget transfer after July 1, 2020, to correctly record these expenses.

Following is additional guidance from TEA regarding PPE.

EPISD Reopening Plan *For staff*



Personal Protective Equipment (PPE) Update

June 23, 2020



(512) 463-9000

disasterinfo@tea.texas.gov

tea.texas.gov/coronavirus

In collaboration with the Governor's Strike Force and the Texas Department of Emergency Management, Personal Protective Equipment (PPE) was procured to help school systems reopen for the 2019-2021 school year.

Statewide PPE Procurement Overview – Updated June 23

PPE Item	Amount Procured	For Whom	Current Status
Disposable masks	53,000,000	Students and staff	Distribution in progress
Reusable masks	18,000,000	Students and staff	Distribution in progress
Gloves	12,000,000 sets	Staff	Distribution in progress
Thermometers (infrared and no-contact)	42,500	Students and staff	Distribution in progress
Hand Sanitizer	600,000 gallons	Students and staff	Distribution in progress
Face Shields	1,000,000	Staff	Distribution in progress

PPE allotments were calculated by using 2019-2020 student and on-campus staff counts and were allotted on a per pupil, district basis. On-campus staff includes teachers, administrators, paraprofessionals, and auxiliary staff. PPE is expected to arrive between mid-July and early August. Districts maintain the discretion and responsibility for distributing the PPE according to their local context. **Important note: this PPE is being distributed to schools as a resource, but usage is not required.**

Additional Information

- Information related to the statewide distribution strategy is forthcoming. Most LEAs will be expected to pick up their allotment at their Regional Education Service Center.
- The final 20-21 PPE District Allotments spreadsheet is posted on the tea.texas.gov/coronavirus website with district allotments and estimated square footage needs to receive the PPE, which will be packaged on pallets.
- Please email questions to disasterinfo@tea.texas.gov

EPISD Reopening Plan *For Staff*

Appendix E: Notification of Confirmed COVID-19 Case on Campus *in English*

-SAMPLE LETTER TO COMMUNITY-

[PLEASE CONTACT CHIEF COMMUNICATIONS OFFICER PRIOR TO RELEASE OF THE LETTER]

NOTIFICATION OF CONFIRMED COVID-19 CASE ON CAMPUS

[DATE]

Dear Parent/Guardian,

In keeping with **[DISTRICT]**'s practices to respond to COVID-19, we are notifying all student families that a **[STUDENT/STAFF MEMBER/VISITOR]** who was lab-confirmed to have COVID-19 was present on the campus of **[CAMPUS NAME]** on **[LAST DATE OF ATTENDANCE]**. Due to privacy requirements, we will not be releasing the name of the individual or details that may identify him or her.

We are working closely with the local health department on this matter. After careful review, we have determined that the COVID-positive person did not come into contact with students, staff, or areas accessed by students or staff. Operations at **[CAMPUS]** will continue as usual, and we will keep you apprised of further updates.

OR

The local health department has begun a case investigation and will contact any individuals determined to be in close contact with the infected individual. All students and staff that came into close contact will be directly notified no later than **[Date / Time]**. Those that were in close contact will remain off campus for up to 14 days to ensure they do not have the virus, so that there will not be any further spread. We will keep you apprised of further updates.

OR

To give the local health department time to conduct this investigation and notify those who have potentially been infected, as well as clean affected areas, **[CAMPUS]** will be closed until **[DATE]**. Students and staff will return to campus on **[DATE]**. We will keep you apprised of further updates.

While we do not have reason to believe that those who were not in close contact with the infected individual have reason to be concerned, we ask that you, as always, to watch for symptoms of COVID-19.

Any of the following symptoms indicate a possible COVID-19 infection:

- o Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth;
- o Sore throat;
- o New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- o Diarrhea, vomiting, or abdominal pain; or
- o New onset of severe headache, especially with a fever.

If your any member of the **[CAMPUS]** community does begin experiencing any of these symptoms in a way that his not typical, we encourage you to contact your physician. We encourage anyone in the **[CAMPUS]** community who is lab-confirmed to have COVID-19 to please notify our school by contacting **XXXX**.

If you have any questions or concerns, please reach out to **XXX@XXXX** or visit our website at **XXX.xxx**.

Sincerely,

EPISD Reopening Plan *For Staff*

Notification of Confirmed COVID-19 Case on Campus *in Spanish*

CARTA DE EJEMPLO A LA COMUNIDAD

[COMUNÍQUESE CON EL PRINCIPAL OFICIAL DE COMUNICACIONES ANTES DE LA PUBLICACIÓN DE LA CARTA]

NOTIFICACIÓN DEL CASO CONFIRMADO COVID-19 EN CAMPUS

[FECHA]

Estimado Padre/Tutor,

De acuerdo con las prácticas de [DISTRITO] para responder a COVID-19, estamos notificando a todas las familias de estudiantes que un [ESTUDIANTE / PERSONAL / VISITANTE] que fue confirmado por laboratorio para tener COVID-19 estuvo presente en el campus de [CAMPUS NOMBRE] el [ÚLTIMA FECHA DE ASISTENCIA]. Debido a los requisitos de privacidad, no divulgaremos el nombre de la persona ni los detalles que puedan identificarlo.

Estamos trabajando en estrecha colaboración con el departamento de salud local en este asunto. Después de una cuidadosa revisión, hemos determinado que la persona COVID-positiva no entró en contacto con los estudiantes, el personal o las áreas a las que los estudiantes o el personal accedieron. Las operaciones en [CAMPUS] continuarán como de costumbre, y lo mantendremos informado de nuevas actualizaciones.

O

El departamento de salud local ha comenzado una investigación de caso y se comunicará con cualquier persona que se determine que está en contacto cercano con la persona infectada. Todos los estudiantes y el personal que tuvieron contacto cercano serán notificados directamente a más tardar el [Fecha / Hora]. Aquellos que estuvieron en contacto cercano permanecerán fuera del campus por hasta 14 días para asegurarse de que no tengan el virus, para que no haya más propagación. Lo mantendremos informado de nuevas actualizaciones.

O

Para darle tiempo al departamento de salud local para llevar a cabo esta investigación y notificar a quienes están potencialmente infectados, además de limpiar las áreas afectadas, [CAMPUS] estará cerrado hasta el [FECHA]. Los estudiantes y el personal regresarán al campus el [FECHA]. Lo mantendremos informado de nuevas actualizaciones.

Si bien no tenemos motivos para creer que quienes no estuvieron en contacto cercano con el individuo infectado tienen motivos para preocuparse, le pedimos que, como siempre, esté atento a los síntomas de COVID-19.

Cualquiera de los siguientes síntomas indica una posible infección por COVID-19:

- Temperatura de 100.4 grados Fahrenheit o más cuando se toma por vía oral;
- dolor de garganta;
- 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);
- diarrea, vómitos o dolor abdominal; o
- Nuevo inicio de dolor de cabeza severo, especialmente con fiebre.

Si algún miembro de la comunidad [CAMPUS] comienza a experimentar alguno de estos síntomas de una manera que no es típica, le recomendamos que se comunique con su médico. Alentamos a cualquier persona de la comunidad [CAMPUS] que tenga un laboratorio confirmado a tener COVID-19 que notifique a nuestra escuela comunicándose con XXXX.

Si tiene alguna pregunta o inquietud, comuníquese con XXX @ XXXX o visite nuestro sitio web en XXX.xxx.

Sinceramente,

EPISD Reopening Plan *For Staff*

Appendix F: Employee Rights under FFCRA

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

EPISD Reopening Plan *For Staff*

Appendix G: Summer Strength and Conditioning and Sport-Specific Skill Instruction

The EPISD Athletic Department has developed a plan to offer athletes the opportunity to participate in a voluntary strength and conditioning program and sport-specific skill instruction during the summer of 2020. The plan complies with the applicable orders and regulations from state and local health and governmental authorities and the guidance from the UIL.

Below is the link to UIL/TEA guidelines for Strength and Conditioning and Sport-Specific Skill Instruction:

https://www.episd.org/cms/lib/TX02201707/Centricity/Domain/166/Summer_2020_SC_Document_JUly_13_FINAL.pdf re to view UIL/TEA guidelines.

Information for Parents

- EPISD is committed to providing a safe and healthy environment for all athletes and coaches. We recognize that the COVID-19 pandemic crisis has caused many changes to our daily lives. EPISD Athletics wants parents to feel confident and comfortable during these uncertain times should they elect to allow their child or children to attend voluntary Strength and Conditioning (S&C) sessions. Below are the precautions and procedures for the S&C sessions to guide you in making a decision about your child's attendance. An FAQ also is included at the end of this document.

Each high school Athletic Coordinator has developed a plan and will set the schedule for all strength and conditioning (S&C) and sport specific skill instruction sessions at a campus. All schedules will comply with UIL rules and approved by EPISD Athletics.

On the first day of strength and conditioning, coaches will review all rules and expectations. Contact activities will not be allowed.

Entrance and Exit Procedures

Each high school has developed entrance and exit procedures for S&C participants to ensure a well-managed process. Parents, siblings or other non-EPISD visitors will not be admitted to any facility. Visitors are not encouraged during workouts. Visitors who wish to observe outdoor workouts must remain outside the perimeter fence and should observe all social distancing requirements. EPISD will request any outside observer to leave the premises if he/she is creating a distraction or disturbance that interferes with S&C.

Daily Health Screening

Each student and staff member must complete a daily COVID health screening and temperature check before he/she may participate or work. Staff or students who answer any screening question "yes" must stay home or, if completing the screening on site, will be sent

EPISD Reopening Plan For Staff

home. A participant whose temperature is 99.9 or above, will be sent home and may not enter the facility. Any student or staff member who receives a positive COVID-19 test must report the results immediately to the Athletic Coordinator.

Participation Limits

EPISD will limit enrollment in each session to ensure no more than 25% of the occupancy capacity of any indoor facility is used during S&C and sport specific skill instruction.

Social Distancing

During workout activities, students and staff must maintain at least ten feet distance when actively exercising. Staff may have a brief period of closer contact with a student if a shorter distance is required for safe participation. When not working out, students and staff must maintain at least six feet distance.

Staff to Student Ratios

For sport specific activities conducted outdoors, students may be placed in working groups of no more than 15 total students with one staff member. For sport specific activities conducted indoors, students may be placed in working groups no larger than 10 total students with one staff member. For S&C activities, there must be one coach for every 20 students

Students will remain in the same workout group throughout the S&C program and sport specific skill instruction to the extent possible. If a participant develops symptoms of COVID-19, all participants in the workout group will be removed until the participant has been cleared to return.

PPE/Sanitation

Students must report to S&C in their exercise clothing. Locker rooms and shower facilities will not be available to students or staff before or after workouts. Restroom facilities will be available.

Students may but are not required to wear masks during active exercise. Students are strongly encouraged to wear masks when not actively exercising. Staff will wear masks at all times (unless actively exercising).

Hand sanitizing stations will be available throughout the workout facility. All participants will be encouraged to wash/sanitize hands throughout the session.

Athletic facilities and equipment will be disinfected before, during and after work out sessions. Disinfectant spray and/or wipes will be available.

Only one person will be on a rack at a time. (Phase II) The athlete will disinfect the equipment after each use. All balls used during a sport specific skill workout will be sanitized after each session.

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Food and Drink

Students must bring their own water bottle. Water fountains and communal coolers will not be available. Food or drink may not be shared.

Please visit with your student athlete about the importance of following all social distance guidelines and all rules for S&C. We want all athletes to feel comfortable participating in this voluntary activity. Students who repeatedly disregard rules and expectations may be removed from the program.

If you have questions about the strength and conditioning program, please contact your Area Coordinator:

Andress	Jeff Woodruff	jawoodru@episd.org
Austin	Stacy Spencer	sxspence@episd.org
Bowie	Andres Vale	axvale@episd.org
Burges	Neil Routledge	jroutled@episd.org
Chapin	Ryan Warner	rcwarner@episd.org
Coronado	Bob Anderson	rbanders@episd.org
El Paso	Ray Aguilar	raguilar915@gmail.com
Franklin	Darren Walker	dbwalker@episd.org
Irvin	Rita Minjarez	rxminjar@episd.org
Jefferson	Tony Martinez	tmartine@episd.org
Young Women's	Laura Pacheco	lmedran@episd.org

EPISD Reopening Plan *For Staff*

Frequently Asked Questions: Summer Strength and Conditioning and Sport-Specific Skill Instruction

Q Are students required to have a physical on file to participate in strength and conditioning and sport-specific skill instruction?

A Yes. (If one is on file from last year, the student athlete is in compliance)

Q What is the maximum length of a strength and conditioning session?

A No more than two consecutive hours per day, Monday through Friday

Q What is the maximum length of a sports-specific skill session?

A Sessions may be conducted in addition to the strength and conditioning sessions. A student shall attend no more than 90 minutes per day of sport specific skill instruction with no more than 60 minutes per day in a given sport, Monday through Friday.

Q Is the strength and conditioning program and sport-specific skill instruction required for my student athlete to participate in athletics during the school year?

A No. Participation is voluntary.

Q Are parents or visitors allowed to watch workout sessions?

A Parents/visitors must remain outside the perimeter of the fence if they wish to watch outdoor activities. Parents and visitors are not allowed to enter the facility.

Q How many strength and conditioning sessions may a student athlete attend per day?

A One

Q Whom should I contact with questions about strength and conditioning or sport-specific skill instruction?

A Contact the Athletic Coordinator for your learning community. Contact information for each Athletic Coordinator is in the Parent Information section of this document.