

SAN BENITO CISD

Return-to-School Plan In Response to COVID-19 2021-2022

Presented to the
San Benito CISD Board of Trustees
July 2021

UPDATED
January 17, 2022

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INTRODUCTION


The objective of this plan is to aid in navigating the reestablishment of our school district where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance provided by the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), the Texas Education Agency (TEA), and relevant local agencies. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

The COVID-19 pandemic remains quite fluid and will continue to influence how the District begins and navigates through the new school year.

GUIDING PRINCIPLES

The following guiding principles have been established to ensure the well-being of our students and employees:

1. Employee and Student Safety Measures,
2. Health Guidelines, and
3. Support for Families.



SECTION 1

Safety of Students, Staff & Visitors

REOPENING OF SCHOOLS – UPDATED JULY 2021

The 2021-2022 San Benito CISD school year begins on Wednesday, August 11, 2021, with the state-mandated live, in-person instruction for students across the state.

As we approach the beginning of the new academic year, we find ourselves hopeful for the return to a normal learning environment. Nonetheless, our Board of Trustees, Superintendent of Schools, and both district and campus administrators will remain vigilant and mindful of the challenges associated with the evolving nature of the COVID-19 pandemic.

Our administration is focusing on implementing programs that will address accelerated instruction for learning loss and the academic impact of lost instructional time; teachers are busy preparing curriculum lessons, plans, and activities; and our maintenance and support staff are diligently working to ensure that our classrooms and educational facilities remain constantly cleaned, sanitized, and safe for our students, employees, and visitors. Please know that, ultimately, our guiding principles for every decision we make is to ensure the wellbeing of our students, employees, and families.

New guidance from the United States Centers for Disease Control (CDC) and Prevention recommends all individuals wear face coverings indoors; however, Texas Governor Greg Abbott has announced that local government entities, including school districts, cannot enforce local mask mandates. While it remains each individual's personal preference and responsibility, out of an abundance of caution and for the health and wellbeing of all of our educational stakeholders,

San Benito CISD **strongly recommends** that all students, employees, and visitors continue to wear face coverings inside our facilities and continue to follow all other recommended health and safety measures as provided by federal, state, and local authorities.

VISITOR PROCEDURES AND PROTOCOLS

Potential visitors with relevant school business will be required to follow all identification, registration, and clearance protocols established by each campus and department.

General visitor procedures and protocols include the following:

- **All visitors** are encouraged to wear face masks that cover their nasal and mouth areas at all times. CDC recommendations will be followed including encouraging social distancing, visitations within assigned areas only, and other required building entry protocols implemented at each campus and district office.
- Schools must screen all visitors to determine if the visitor(s) have COVID-19 symptoms or are test-confirmed positive with COVID-19. If a visitor has symptoms or is test-confirmed positive, he/she must remain off campus until re-entry criteria is met. Schools must also screen visitor(s) to determine if they have had close contact with an

individual who is test-confirmed COVID-19, and, if so, the visitor must follow the school district's policy regarding the stay-at-home period for close contacts.

- All other safety protocols for visitors will continue including sign in/out systems and the background check via school electronic systems.

Visitors may include:

- Parents, family and community members,
- FACE Department volunteers,
- Student booster club members (Cheer, Band, Athletics, Dance Teams, Chess, etc.),
- Vendors/sales representatives, and
- Others identified as by principals/directors.

General Deliveries:

Vendors with school-related business will include:

- Delivery staff (District PRIM staff, USPS, FedEx, UPS, and other carriers)
- School supplies (Gateway, Staples, etc.)
- Other vendors (campus/department approved)

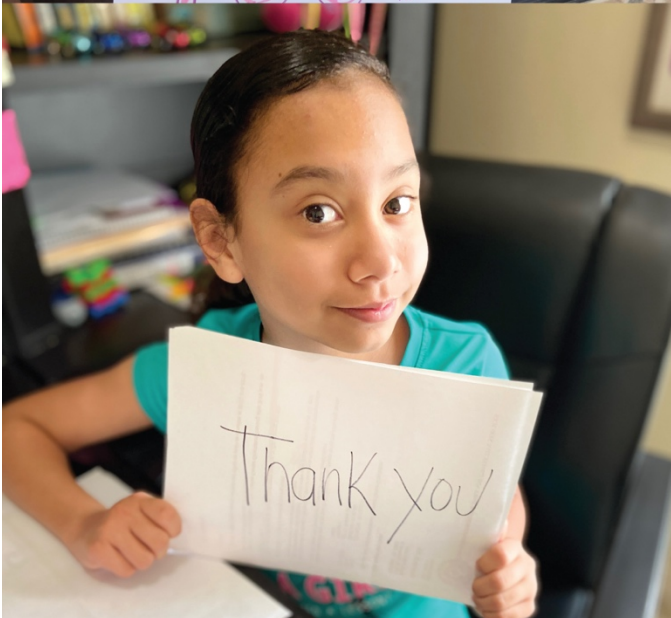
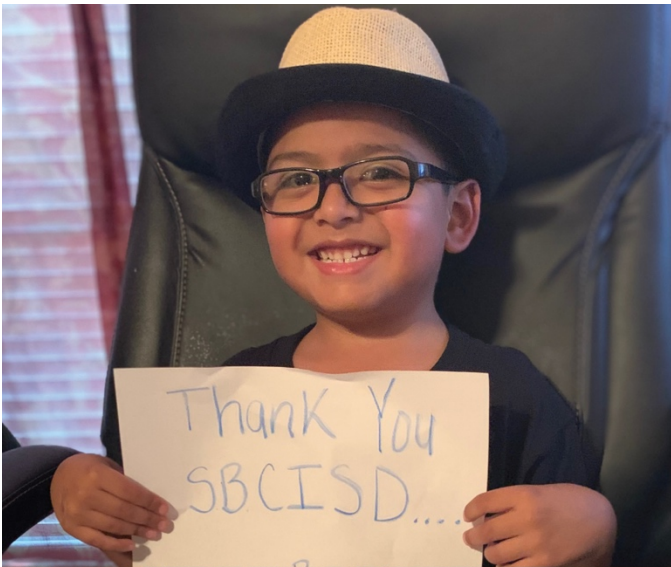
Deliveries will be made directly to the respective campus and/or department. Delivery staff must abide by all campus and/or department COVID-19 safety protocols and the existing safety identification systems.

Non-Essential Deliveries/Visits for Students and Staff:

- Non-essential deliveries for students and staff such as food/meals/snacks, birthday and holiday items, personal items, homework, musical instruments, athletic gear, and personal devices – are permitted according to campus and department protocols.
- Parent meals (breakfast and lunch visits) with their children will be suspended until further notice.

TRAVEL RESTRICTIONS

SBCISD will limit staff travel to conferences and workshops until further notice unless pre-approved by the office of the Superintendent.



SAN BENITO CISD

COVID-19
Student Procedures
& Protocols
2021-2022

UPDATED
January 17, 2022

SAN BENITO CISD | COVID-19 STUDENT PROCEDURES AND PROTOCOLS

PURPOSE

The health and safety of our students, staff, and community is our highest priority and San Benito CISD is closely monitoring the spread of COVID-19. Guidance was received from the Texas Department of State and Health Services (DSHS), the Center for Disease Control and Prevention (CDC), the Cameron County Health Department and the Texas Education Agency. All students are expected to adhere to the following guidelines.

Return to School

All students will report to school in accordance to the San Benito CISD 2021-2022 Calendar (can be found on the District website).

Before a Student Reports to School

1. Parents must ensure they do not send a child to campus if the child has COVID-19 symptoms is-test-confirmed with COVID-19, or has been identified as a close contact to a test-confirmed individual until the conditions for re-entry are met.
2. School systems must exclude students from attending school in person who are actively sick with COVID-19, who are suspected of being actively sick with COVID-19, or who have received a positive test result for COVID-19, and must immediately notify parents if this is determined while on campus.
3. All students will be required to self-screen or have their parent/guardian screen them for signs or symptoms of COVID-19. Symptoms may include, but are not limited to: new or worsening cough, shortness of breath, sore throat, loss of taste or smell, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.
4. Upon screening, if students exhibit **any** of the above COVID-19 related symptoms, students/parents must notify their school nurse for further guidance. Students will not be able to report to school or enter any district building or facility until conditions for re-entry are met and student is cleared by the nurse.
5. In addition, students will be screened by school employees prior to entering campus. Students who utilize buses to get to school will be screened by the bus driver or monitor. Students who are dropped off at campus, will be screened by campus personnel.
6. It is highly recommended that parents who have students in grades Pre-K through 5th grade wait at the bus stop with their children. Bus drivers will check each student's temperature **prior** to boarding the bus. Students with a temperature of 100 degrees Fahrenheit or greater will not be able to board the bus. The bus driver or monitor will contact the parents of any unaccompanied student(s) who are not able to board the bus. If contact with the parents is not made, the Transportation Department will transport the child(ren) in another vehicle.
7. Parents (or capable students) will communicate with the nurse to provide updates, as needed, on a student's condition.

8. Students will not be able to return to any school or District facility until conditions of re-entry are met and the student is cleared by the nurse.

While Students are in District Facilities or Property

1. If students are not exhibiting any of the COVID-19 symptoms, have not tested positive for COVID-19, and have not come into close contact with a person who is test-confirmed to have COVID-19, students will be allowed to be in school.
2. While at school, students will be required to follow these guidelines:
 - a. Students will be encouraged to wear masks or face coverings (no bandanas). Students will be encouraged to wear masks unless they are seated at their desk behind their desk shield **and** are actively eating, drinking, or speaking. If student is seated at their desk, but not eating, drinking, or speaking, then student will be encouraged to wear a face mask.
 - b. When outside of the classroom, students will be encouraged to maintain social distancing from other students and staff members. In classroom spaces that allow it, consider placing student desks **a minimum of three feet apart** when possible.
 - c. Students shall wash their hands and/or use hand sanitizer throughout their time in the building. In classrooms where students are regularly within three feet of one another, schools should plan for more frequent handwashing and/or hand sanitizing.
 - d. Students will be discouraged from shaking hands, touching and/or hugging others.
3. If students develop symptoms of COVID-19 during the school day, students must immediately separate themselves from their peers and notify their teacher. That teacher must send the student to the designated isolation room and immediately notify nurse. The nurse will assess the student and contact the student's parent/guardian. The parent will be given the option to have their child tested for COVID while at school or the parent can pick up their child and take child to the doctor. If the parent decides not to have their child tested for COVID **or** if the child tests positive for COVID-19, then the student must be picked up immediately and is unable to return to school until conditions for re-entry are met. If the student has any siblings or school-aged family members that reside together, the campus nurse must contact the nurse at each of the campus(es) to inform them. The school nurse(s) at other campuses must then contact the parents of the siblings and/or school-aged family members and all students in that household **may be required** to quarantine. Quarantine will be determined based on vaccination status, prior infection status and if symptoms are present.
4. Students will not be able to return to school or enter any district building or facility until cleared by the school nurse.

PLEASE NOTE: COVID-19 test results and notes from medical professionals will only be accepted from medical organizations/clinics in the United States.

COVID-19 STUDENT PROCEDURES AND PROTOCOLS *

Step 1	The student is exhibiting symptoms, tests positive for COVID-19, OR has been identified as a close contact to an individual who is test-confirmed with COVID-19.
Step 2	<p>If the student is at home:</p> <p>The student must notify the campus principal and nurse. The student will not be able to report to school or enter any district building or facility until conditions for re-entry are met and student is cleared by the nurse.</p>
Step 3	<p>If the student is at school:</p> <p>The student must immediately separate himself/herself from his/her peers and notify his/her teacher. The teacher must send the student to the designated isolation room and notify the nurse. The nurse will assess the student and contact the student's parent/guardian. The parent will be given the option to have their child tested for COVID while at school or the parent can pick up their child and take child to the doctor. If the child tests positive for COVID and has siblings or lives with school-aged family members (e.g., cousins), the nurse must notify the nurse(s) at other campus(es). The school nurse(s) at other campuses must then contact the parents of the siblings and/or school-aged family members and all students in that household may be required to quarantine. Quarantine will be determined based on vaccination status, prior infection status and if symptoms are present.</p> <p>If a student tests positive for COVID but is medically able to complete assignments, the student will be allowed to complete assignments utilizing <i>remote conferencing</i> for the duration of the isolation period (as allowed per TEA guidance).</p> <p>If a student is identified as a close contact but is medically able to complete assignments, the student will be allowed to complete assignments utilizing <i>remote conferencing</i> for the duration of the quarantine period (as allowed per TEA guidance).</p> <p>If a student is experiencing symptoms consistent with COVID but is medically able to complete assignments, the student will be allowed to complete assignments utilizing <i>remote conferencing</i> for the duration of the quarantine period (as allowed per TEA guidance).</p>
Step 4	<p>If the student is tested and diagnosed with COVID-19:</p> <ul style="list-style-type: none"> The nurse will complete the online <i>Cameron County COVID-19 School Notification Form</i>. The close contact notification forms and lab reports will be sent to the Cameron County Public Health Department.

	<ul style="list-style-type: none"> • The nurse and/or campus designee will initiate contact tracing protocols and the campus designee will provide notification to any student and employee who came into close contact (see definition) with the student. • The custodial department will initiate disinfection protocols. • The Health Services Coordinator will submit a report to the Texas Department of State Health Services via online form.
Step 5	Once conditions for re-entry are met and the student is cleared by the school nurse, the student can return to school and follow the COVID- 19 Student Procedures and Protocols.

* The above procedure and protocols are subject to change pending any other updates or directions from our local, state, and national health leaders.

COVID-19 RESPONSE FOR STUDENTS

COVID-19 Status – If the student is/has:	Student Responsibilities	Campus Responsibilities
Experiencing symptoms of COVID-19 <i>*but has had no known exposure to a COVID positive individual</i>	<p>The student may return to school when all criteria are met:</p> <ul style="list-style-type: none"> Fever-free for 24 hours without the use of fever-reducing medications; AND The student has improvement in symptoms (e.g., cough, shortness of breath); AND At least 10 days have passed since symptoms first appeared. <p>If the student has symptoms of COVID-19 but is not evaluated by a medical professional or tested for COVID-19, then the student is presumed to have COVID-19 and must meet the re-entry criteria required for COVID+ individuals.</p> <p>If the student has symptoms of COVID-19 and wants to return to school before completing the above stay-at-home period, the student must either:</p> <ol style="list-style-type: none"> obtain a current medical professional's note from a physician or practitioner practicing in the US clearing the student for return based on an alternative diagnosis 	<p>Immediately separate any student who shows COVID-19 symptoms by placing them in the designated isolation room. Custodial staff can then close off and clean areas that were used by the student, as soon as feasible.</p> <p>If deemed appropriate by nurse or COVID test administrator, contact parent and offer COVID testing for the student.</p> <p>If consent is obtained by parent, then optional COVID-19 testing can be performed on the student. If the test result is positive, then student must be sent home immediately and is unable to return until re-entry criteria are met. If the test result is negative, then student may be able to stay at school or may be required to go home, dependent upon the symptoms that the student is experiencing. <i>*Examples of symptoms (please note this list is not all inclusive and severity of symptoms varies). Fever, diarrhea, vomiting, etc. would require that a student go home. Runny nose, sore throat, etc. may not require that the student go home.</i></p>

	<p>(documentation must be provided to school nurse), OR b) Obtain a COVID test (rapid antigen or PCR) that comes back negative for COVID-19 (test results must be provided to school nurse). If the student tests negative for COVID, but their symptoms worsen or there is no improvement in symptoms, then the student needs to remain at home and take an additional COVID test (rapid antigen or PCR) 3 days after the initial COVID test. If the second COVID test is negative and symptoms have still not improved, then the student needs to obtain clearance from their medical provider to be able to return to school (note from medical provider with alternate diagnosis must be provided to school nurse). <i>*Negative home tests will not be accepted.</i></p>	<p>The symptomatic student is not able to return to campus until conditions for re-entry are met and the student is cleared by the school nurse.</p> <p>Note for section (a): Diagnosis that are in student's health record will not be sufficient for "a current medical professional's note." Student must be seen by physician (at symptom onset or after) each time they experience symptoms.</p>
<p>Is test-confirmed with COVID-19, regardless of vaccination status or previous infection status</p>	<p>If a student tests positive for COVID, then the student must be sent home to isolate.</p> <p>Note: Isolation is used to separate people infected with COVID-19 from those who are not infected. People who are in isolation must stay at home until it's safe for them to be</p>	<p>If the parent gives consent for the student to be tested and the COVID test is positive, then the nurse must notify nurse(s) at other campus(es) if the student has siblings or school-aged family members (e.g., cousins) that live with them. The school nurse(s) at other campuses must then</p>

	<p>around others. During the isolation period, the person who has COVID-19 should stay in a separate room and use a separate bathroom, if possible. Completion of the re-entry criteria (see below) determines when it is safe for a COVID positive person to be around others.</p> <p>The <u>COVID positive symptomatic student</u> may return to school when all criteria are met:</p> <ul style="list-style-type: none"> • Fever-free for 24 hours without the use of fever-reducing medications; AND • The student has improvement in symptoms (e.g., cough, shortness of breath); AND • At least 10 days have passed since symptoms first appeared. <p>The <u>COVID positive asymptomatic student</u> is not able to return to campus until ten days have passed since the positive test.</p> <p>If the student has tested positive for COVID-19 and believes the test was a false positive, and wants to return to school before completing the required isolation and meeting the required re-entry criteria, the student must obtain two PCR acute infection tests (at a physician's office or other</p>	<p>contact the parents of the siblings and/or school-aged family members and all students in that household may need to quarantine. The need for the COVID positive student's siblings and/or school-aged family members to quarantine will be determined based on vaccination status, prior infection status and if symptoms are present.</p> <p>Close off areas that are heavily used by the student until non-porous surfaces can be disinfected, unless more than 7 days have passed since the student was on campus.</p> <p>The nurse must also notify the local health department and work with health coordinator to submit weekly report to TEA.</p> <p>Contact tracing will be performed by the school nurse and/or campus designee to identify close contacts. Individuals who are identified as close contacts will receive notification from the campus.</p> <p>Schools must notify all teachers, staff, and families of all students in a classroom or extracurricular or after-school program cohort if a test-confirmed COVID-19 case is identified among students, teachers or staff who</p>
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	<p>site) at least 24 hours apart that come back negative for COVID-19 (test results must be provided to school nurse). Note: All COVID positive individuals should wear a well-fitting mask around others while at home and in public through day 10.</p> <p>Please Note: If a student had a COVID test done off-campus and is pending COVID test results, he/she <u>must</u> remain at home until test results are received. If results are positive, contact the school nurse and follow the steps listed above. If results are negative, contact school and provide copy of test to school nurse.</p>	<p>participated in those classrooms or cohorts.</p> <p>The COVID positive student is not able to return to campus until conditions for re-entry are met and the student is cleared by the school nurse.</p> <p>Calculating isolation period:</p> <ul style="list-style-type: none"> • For <u>symptomatic</u> COVID+ individuals, day 0 is the day of symptom onset, regardless of when the individual tested positive. Day 1 of isolation is the first full day following the day that symptoms started. • For <u>asymptomatic</u> COVID+ individuals, day 0 is the day the test was performed, not the day the test results are received. Day 1 of isolation is the first full day following the day the individual was tested. <p><i>* If the asymptomatic COVID positive individual develops symptoms after testing positive, then the isolation period must start over. The new isolation period is calculated by symptom onset (day 0) and the following full day would be day 1 of isolation.</i></p>
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COVID-19 Status – If the student is/has:	Student Responsibilities	Campus Responsibilities
<p>Close contact with another person who is test- confirmed with COVID-19</p>	<p>Any student that is identified as a close contact (see definition) to an individual who is test-confirmed to have COVID-19 may be required to quarantine. Quarantine will be determined by vaccination status, prior infection status and if symptoms are present (see tables below for additional information). During the quarantine period, all close contacts must stay home.</p> <p>For students that are required to quarantine, one of the quarantine periods below must be followed:</p> <ol style="list-style-type: none"> 1. Quarantine for 10 days after last day of exposure. For students completing this quarantine period, they do not need to be tested for COVID but must remain symptom-free for the duration of this quarantine period. <i>* If the student remains symptom-free, then the student is able to return on the 11th day from last day of exposure.</i> OR 2. Quarantine for 7 days after last day of exposure. For students completing this quarantine period, they do need to obtain a 	<p>If the student is on campus when exposure is reported:</p> <ul style="list-style-type: none"> • The nurse needs to screen the student for COVID-19 symptoms. • Immediately separate student from others until the student's parents can be contacted. Student must wait in the designated isolation room. • Close off and then clean areas that were used by student as soon as feasible. <p>Calculating quarantine period:</p> <ul style="list-style-type: none"> • Day 0 is the last day of exposure (regardless of time). Day 1 of quarantine starts the following full day. To complete quarantine, the close contact must remain in quarantine through the entire 7th or 10th day (depending on which quarantine is chosen) and can then possibly be cleared to return on the 8th or 11th day. • Quarantine periods are not calculated based on the specific time of exposure. Example: if a student's last exposure to a COVID+ person is at 1 pm, their quarantine

	<p>negative PCR test and remain symptom-free for the duration of this quarantine period. The PCR test must be done on day 5, 6, or 7 after last day of exposure to the COVID+ individual (test results must be provided to school nurse).</p> <p><i>* Regardless if the student does the PCR test on day 5, 6 or 7, the student must still quarantine for the entire 7 days and is able to return on the 8th day from last day of exposure.</i></p> <p>Note: If a student lives in the same household with the COVID positive individual, the student must remain at home throughout the COVID positive individual's isolation period. The student's quarantine period (additional 7-10 days) does not start until the COVID positive individual is cleared.</p> <p>The following steps should be taken for 10 days from the last day of exposure for all individuals identified as close contacts:</p> <ol style="list-style-type: none"> Check temperature twice a day. Monitor for fever (temperature greater than 100 degrees Fahrenheit), cough, shortness of breath, or other symptoms of 	<p>period does not end at 1pm on the 7th or 10th day. The student must remain in quarantine for the entirety of the 7th or 10th day.</p> <p>After quarantine period has ended, student must still be cleared by school nurse before returning to campus for instruction or extracurricular activities.</p> <p>* For students who have been identified as a close contact to a test-confirmed COVID+ individual but have been fully vaccinated or have had COVID-19 in the past 3 months, please refer to the tables below for further guidance.</p>
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	<p>COVID-19.</p> <p>c. If symptoms develop, contact school nurse for further guidance.</p> <p>The CDC <u>recommends</u> that anyone who has come into close contact with someone who has suspected or confirmed COVID-19 to be tested on the 5th day after their last day of exposure.</p>	
<p>Is experiencing COVID symptoms after close contact exposure to a test-confirmed COVID positive individual, <i>regardless of vaccination status or previous infection status</i></p>	<p>Initiate isolation.</p> <p>May return to school after receiving a negative PCR test.</p> <ul style="list-style-type: none"> • PCR test must be done on day 5 after exposure. • <u>Exception</u>: if symptoms are severe (fever, diarrhea, etc.), then PCR test may be done before day 5. <p><u>If the student does not want to get tested or is unable to get tested due to a supply shortage:</u></p> <p>Then the student is <i>presumed</i> to be COVID positive and must meet the same re-entry criteria outlined for test-confirmed COVID positive individuals.</p>	

Students who have tested positive for COVID within the past 3 months	Student Responsibilities	Campus Responsibilities
	<p>If a student has been exposed to an individual who is test-confirmed to have COVID, but the student has tested positive for COVID-19 within the past 3 months, then the student does not need to quarantine or get tested again, as long as they do not develop new symptoms.</p> <p>* Please Note: The three-month time span is from date of the student's COVID diagnosis to the last date of exposure to the COVID+ individual.</p> <p>Students who have had COVID within the past 3 months should still monitor for symptoms for 10 days after their last day of exposure to someone with suspected or confirmed COVID-19. If symptoms develop, the school nurse must also be notified immediately.</p> <p>The CDC <u>recommends</u> that anyone who has come into close contact with someone who has suspected or confirmed COVID-19 to be tested on the 5th day after their last day of exposure.</p>	

Fully Vaccinated Status	Student Responsibilities	Campus Responsibilities
<p>To be considered fully vaccinated, the student must meet one of these criteria:</p> <ul style="list-style-type: none"> Has received their booster dose (at least 2 weeks prior to initial exposure to COVID+ individual), OR Completed the primary series (first and second dose) of Pfizer or Moderna vaccine <u>within</u> the last 6 months, OR Completed the primary series (one dose) of J&J vaccine <u>within</u> the last 2 months. 	<p>A fully vaccinated student does not need to quarantine following close contact exposure to a test-confirmed COVID+ individual if the following conditions are true:</p> <ul style="list-style-type: none"> The exposed student meets one of the criteria listed under “Fully Vaccinated Status,” AND Has not experienced any COVID-19 symptoms following close contact exposure to a test-confirmed individual. <p>Fully vaccinated students should still monitor for symptoms for 10 days after their last day of exposure to someone with suspected or confirmed COVID-19. If symptoms develop, the school nurse must also be notified immediately.</p> <p>The CDC <u>recommends</u> that anyone who has come into close contact with someone who has suspected or confirmed COVID-19 to be tested on the 5th day after their last day of exposure.</p>	

SYMPTOMS OF COVID-19

COVID-19 Symptoms for Screening (this list is not all inclusive):

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

- Cough
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Chills
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea, nausea, vomiting, or abdominal pain
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is test-confirmed to have COVID-19

For a comprehensive list of COVID-19 symptoms, please refer to the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Close Contact

This document refers to “close contact” with an individual who is test-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- (a) being directly exposed to infectious secretions (e.g., being coughed on); or
- (b) being within 6 feet of an infected person for a total of approximately 15 minutes throughout the course of a day; however, additional factors like case/contact masking (i.e. both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, vaccination status, prior infection status, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming test and continuing for 10 days following the confirming test.

COVID-19 RAPID ANTIGEN TESTING FOR STUDENTS

Type of COVID Testing	Frequency of COVID Testing	Who is eligible?
Symptomatic	When needed	Students that develop symptoms while on campus are eligible for COVID testing.
Close contact	When needed	Students that are notified while on campus that they are close contact to a test-confirmed COVID positive individual are eligible for COVID testing.

* Please note that SBCISD currently offers rapid antigen testing. To meet certain re-entry criteria, a PCR test is required. If a PCR test is needed but the district does a rapid antigen test for a student, the student is still responsible for obtaining a PCR test.

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SAN BENITO CISD

COVID-19 Employee Procedures & Protocols 2021-2022



UPDATED
January 17, 2022

SAN BENITO CISD | COVID-19 EMPLOYEE PROCEDURES & PROTOCOLS

PURPOSE

The health and safety of our students, staff, and community is our highest priority and San Benito CISD is closely monitoring the spread of COVID-19. Guidance was provided by the Texas Department of State and Health Services (DSHS), the Center for Disease Control and Prevention (CDC), the Cameron County Public Health Department (CCPHD), and the Texas Education Agency (TEA). All district employees are expected to adhere to the following guidelines.

Return to Work

- 1) All employees will return to work at the start of their contractual date (Working Days – Starting and Ending Dates can be found on the Human Resources District Website).

Before an Employee Reports to Work

- 1) All employees will be required to self-screen for signs or symptoms of COVID-19. Symptoms may include new or worsening cough, shortness of breath, sore throat, loss of taste or smell, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit. Employees will also have their temperature taken once they arrive on campus.
- 2) If an employee exhibits COVID-19 symptoms, has come into close contact with a person who is test-confirmed to have COVID-19, or has COVID-19, he/she must notify his/her immediate supervisor and the Human Resources Office at (956) 361-6150 or via email to covidhr@sbcisd.net. The employee will not be able to report to work or enter any district building until he/she meets the criteria outlined in the *COVID-19 Response for Employees* and is cleared by HR.
- 3) Employees may be eligible to take state, or local leave during this time in accordance with District Policies and Federal Law. If employee requires extended leave for complications from COVID-19, the employee may be eligible for Family Medical Leave (FML). All FMLA protocols should be followed.
- 4) Employees will limit communication about health matters to their direct supervisor and to Human Resources. Human Resources and Campus Administrators/Representative will take responsibility for notifying individuals who may have been exposed. This process will ensure that the employees' personal and medical information is kept confidential.
- 5) The employee will not be able to return to work or enter any district building until conditions for re-entry are met (see *COVID-19 Response for Employees*) and employee is cleared by the HR Office.

While Employees are at Work in District Facilities or Property:

- 1) Employee self-screens and checks for symptoms. If employee is NOT exhibiting any of the COVID-19 symptoms and has not come into close contact with a person who is test-confirmed to have COVID-19, employee clocks in.
- 2) While at work, employees will be required to follow these guidelines:
 - Employees will be encouraged to wear masks or face coverings (no bandanas).
 - When outside of the classroom or office, employees will be encouraged to-maintain social distancing from one another.
 - Employees will be encouraged to wash their hands or use alcohol-based hand sanitizer throughout their time in the building. Antibacterial soap and hand sanitizer will be available throughout the building.
 - Employees will be encouraged to cover their mouth and nose when sneezing.
 - Employees will be encouraged to cover their mouth when coughing.
 - Employees will be discouraged from shaking hands, touching and/or hugging others.
 - Employees will be encouraged to continue to self-monitor their health.
- 3) If an employee develops symptoms or becomes sick during the workday, the employee must immediately separate himself/herself from students and other staff members and notify their immediate supervisor. If appropriate, the employee can opt to receive a COVID test on campus. If the test is negative, the employee may be able to remain on campus, dependent upon the symptoms that the employee is experiencing. If the test is positive or if the employee declines to receive the COVID test, then employee will not be able to return to work or enter any district building until he/she meets the criteria outlined in the *COVID-19 Response for Employees* and is cleared by HR.

Immunocompromised Employees:

Some workers may be at a higher risk for severe illness from COVID-19. These employees may include individuals over the age of 65 and those with documented underlying medical conditions (CDC - People at higher risk). Employees are encouraged to self-identify to their Principal, Director, or Human Resources so the District can explore reasonable accommodations to minimize their risk of exposure to COVID-19.

SBCISD EMPLOYEE PROCEDURES

When Exhibiting Symptoms, In Close Contact, or Diagnosed with COVID-19

- Step 1: The employee identifies that he/she is exhibiting symptoms, has come into close contact with a person who is test-confirmed to have COVID-19, or is diagnosed with COVID-19 through a COVID-19 test.
- Step 2a: **If the employee is at home:** the employee must notify his/her immediate supervisor and Human Resources (HR) via email to covidhr@sbcisd.net or by phone at (956) 361-6150. The employee will not be able to report to work or enter any district building until he/she meets the criteria outlined in the *COVID-19 Response for Employees* and is cleared by HR.
- Step 2b: **If the employee is at work:** the employee notifies his/her immediate supervisor and HR via email to covidhr@sbcisd.net or by phone at (956) 361-6150. The employee must separate themselves from his/her colleagues and follow the guidelines outlined in the *COVID-19 Response for Employees*.
- Step 3: **If the employee is diagnosed with COVID-19:**
- The HR office will initiate contact tracing protocols. They will contact any employee who came into close contact (see definition) with the employee.
 - The custodial department will initiate workstation disinfection protocols.
- Step 4: Employee is to follow the *COVID-19 Response for Employees*.
- Step 5: Once the criteria is met as outlined in the *COVID-19 Response for Employees* and the employee is cleared by Human Resources, the employee will return to work and will follow employee safety measures.

COVID-19 RESPONSE FOR EMPLOYEES

COVID-19 Status – If the employee is/has:	Employee Responsibilities	Campus Responsibilities
Experiencing symptoms of COVID-19 <i>*but has had no known exposure to a COVID positive individual</i>	<p>The employee may return to school when all criteria are met:</p> <ul style="list-style-type: none"> Fever-free for 24 hours without the use of fever-reducing medications, AND The employee has improvement in symptoms (e.g., cough, shortness of breath), AND At least 10 days have passed since symptoms first appeared <p>If the employee has symptoms of COVID-19 and wants to return to work before completing the above stay-at-home period, the employee must either:</p> <p>a) obtain a current medical professional's note from a physician or practitioner practicing in the US clearing the employee for return based on an alternative diagnosis (documentation must be provided to HR),</p> <p>OR</p> <p>b) Obtain a COVID test (rapid antigen or PCR) that comes back negative for COVID-19 (test results must be provided to HR). If the employee tests negative for COVID, but</p>	<p>Immediately separate any employee who shows COVID-19 symptoms by placing them in the designated isolation room.</p> <p>Custodial staff can then close off and clean areas that were used by the employee, as soon as feasible.</p> <p>If consent is obtained by employee, then optional COVID-19 testing can be performed on the employee. If the test result is positive, then employee must be sent home immediately and is unable to return until re-entry criteria are met. If the test result is negative, then employee may be able to stay at work or may be required to go home, dependent upon the symptoms that the employee is experiencing.</p> <p><i>*Examples of symptoms (please note this list is not all inclusive and severity of symptoms varies). Fever, diarrhea, vomiting, etc. would require that an employee go home. Runny nose, sore throat, etc. may not require that employee go home.</i></p> <p>The symptomatic employee will not be able to return to</p>

	<p>their symptoms worsen or there is no improvement in symptoms, then the employee needs to remain at home and take an additional COVID test (rapid antigen or PCR) 3 days after the initial COVID test. If the second COVID test is negative and symptoms have still not improved, then the employee needs to obtain clearance from their medical provider to be able to return to work (note from medical provider with alternate diagnosis must be provided to Human Resources). <i>*Negative home tests will not be accepted.</i></p>	<p>work until conditions for re-entry are met and they are cleared by HR.</p> <p>Note for section (a): Employee must be seen by physician (at symptom onset or after) each time they experience symptoms. A “current medical professional’s note” must be a note providing an alternate diagnosis of employee’s <i>current</i> symptoms.</p>
Is test-confirmed with COVID-19, regardless of vaccination status or previous infection status	<p>If the employee tests positive for COVID, then the employee must be sent home to isolate.</p> <p>Note: Isolation is used to separate people infected with COVID-19 from those who are not infected. People who are in isolation must stay at home until it’s safe for them to be around others. During the isolation period, the person who has COVID-19 should stay in a separate room and use a separate bathroom, if possible. Completion of the re-entry criteria (see below) determines when it is safe for a COVID positive person to be around others.</p>	<p>Close off areas that are heavily used by the employee until non-porous surfaces can be disinfected, unless more than 7 days have passed since the employee was on campus.</p> <p>The campus or department will notify individuals who are identified as close contacts.</p> <p>Schools must notify all teachers, staff, and families of all students in a classroom or extracurricular or after-school program cohort if a test-confirmed COVID-19 case is identified among students, teachers or staff who</p>

	<p>The COVID positive employee must remain in isolation for at least 5 days.</p> <p><u>Symptomatic COVID positive</u></p> <ul style="list-style-type: none"> • The <u>symptomatic</u> COVID positive employee may return on day 6 if they have been fever-free for 24 hours without the use of fever-reducing medications AND there has been an improvement in COVID symptoms. • If COVID symptoms have not improved after 5 full days of isolation, the <u>symptomatic</u> COVID positive employee must remain in isolation until they are fever-free for 24 hours without the use of fever-reducing medications AND until COVID symptoms have improved. <p><u>Asymptomatic COVID positive</u></p> <ul style="list-style-type: none"> • The <u>asymptomatic</u> COVID positive employee may return on day 6 if they still have no COVID symptoms. • If the <u>asymptomatic</u> COVID positive employee develops COVID symptoms during their isolation period, the 5-day isolation period will start over. Day 0 is the day of symptom onset. Day 1 of 	<p>participated in those classrooms or cohorts.</p> <p>Human Resources must also notify the local health department and submit weekly report to TEA.</p> <p>The COVID-positive employee will not be able to return to work until criteria for re-entry is met and employee is cleared by Human Resources.</p> <p>Calculating isolation period:</p> <ul style="list-style-type: none"> • For <u>asymptomatic</u> COVID+ individuals, day 0 is the day the test was performed, not the day the test results are received. Day 1 of isolation is the first full day following the day the individual was tested. <i>*If symptoms develop after testing positive, then the isolation period must start over. The new isolation period is calculated by symptom onset (day 0) and the following full day is day 1 of isolation.</i> • For <u>symptomatic</u> COVID+ individuals, day 0 is the day of symptom onset, regardless of when the individual tested positive. Day 1 of isolation is the first full day following the day that symptoms started.
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	<p>isolation is the first full day following the day that symptoms started.</p> <p>* Note: All COVID positive individuals should wear a well-fitting mask around others while at home and in public through day 10.</p> <p>If the employee has tested positive for COVID-19 and believes the test was a false positive, and wants to return to school before completing the required isolation and meeting the required re-entry criteria, the employee must obtain two PCR acute infection tests (at a physician's office, approved testing location, or other site) at least 24 hours apart that come back negative for COVID-19 (test results must be provided to HR).</p> <p>Please Note: If an employee had a COVID test done off-campus and is pending COVID tests results, he/she <u>must</u> remain at home until test results are received. If results are positive, contact Human Resources and follow steps listed above. If results are negative, contact Human Resources and provide copy of test.</p>	
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COVID-19 Status – If the employee is/has had close contact with	Employee Responsibilities	Campus Responsibilities
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another person who is test-confirmed with COVID-19:		
<ul style="list-style-type: none"> Has received their booster dose (at least 2 weeks prior to initial exposure to COVID+ individual), OR Completed the primary series (first and second dose) of Pfizer or Moderna vaccine <u>within</u> the last 6 months, OR Completed the primary series (one dose) of J&J vaccine <u>within</u> the last 2 months. 	<p>Individual does not need to quarantine.</p> <p>Wear a mask for 10 days from date of exposure.</p> <p>Recommended: test on day 5 after exposure, if possible.</p> <p>Continue to monitor for COVID symptoms for 10 days after last exposure to the COVID+ individual.</p> <p><i>* Applies only to individuals that are not experiencing symptoms.</i></p>	<p>If the employee is on campus when exposure is reported:</p> <ul style="list-style-type: none"> The nurse needs to screen the employee for COVID-19 symptoms. Immediately separate any employee who shows COVID-19 symptoms. Employee must leave campus/work immediately or wait in the designated isolation room. The need for quarantine will be determined based on vaccination status, prior infection status and if the close contact is experiencing COVID symptoms. Close off and then clean areas that were used by employee as soon as feasible.
<ul style="list-style-type: none"> Completed the primary series (first and second dose) of Pfizer or Moderna vaccine <u>over</u> 6 months ago and are <u>not boosted or booster dose was received less than 2 weeks prior to exposure to COVID+ individual</u>, OR Completed the primary series (one dose) of J&J <u>over</u> 2 months ago and are <u>not boosted or booster dose was received less than 2 weeks prior to exposure to COVID+ individual</u>, OR Are not vaccinated 	<p>Individual needs to quarantine for 5 days.</p> <p>Wear a mask for 10 days from date of exposure.</p> <p>Recommended: test of day 5 after exposure, if possible.</p> <p>Continue to monitor for COVID symptoms for 10 days after last exposure to the COVID+ individual.</p> <p><i>* Applies only to individuals that are not experiencing symptoms.</i></p>	<p>After quarantine period has ended, employee must still be cleared by HR before returning to work.</p> <p>Calculating quarantine period:</p> <ul style="list-style-type: none"> Day 0 is the last day of exposure (regardless of time). Day 1 of quarantine starts the following full day. To complete quarantine, the close

<ul style="list-style-type: none"> Has had COVID-19 within the past 3 months 	<p>Individual does not need to quarantine.</p> <p>Wear a mask for 10 days from date of exposure.</p> <p>Recommended: test on day 5 after exposure, if possible.</p> <p>Continue to monitor for COVID symptoms for 10 days after last exposure to the COVID+ individual.</p> <p><i>* Applies only to individuals that are not experiencing symptoms.</i></p> <p>Note: The three-month time span is from date of the employee's COVID diagnosis to the last date of exposure to the COVID+ individual.</p>	<p>contact must remain in quarantine through the entire 5th day.</p> <ul style="list-style-type: none"> Quarantine periods are not calculated based on the specific time of exposure. Example: if an employee's last exposure to a COVID+ person is at 1 pm, their quarantine period does not end at 1 pm on the 5th day. The employee must remain in quarantine until the end of the 5th day (unless the employee is experiencing symptoms). <p>The following steps should be taken for all individuals identified as close contacts:</p> <ol style="list-style-type: none"> Check temperature twice a day. Monitor for fever (temperature greater than 100 degrees Fahrenheit), cough, shortness of breath, or other symptoms of COVID-19. If symptoms develop, contact Human Resources for further guidance.
<p>Is experiencing COVID symptoms after close contact exposure to a test-confirmed COVID positive individual, <i>regardless of vaccination status or previous infection status</i></p>	<p>Initiate isolation.</p> <p>May return to work after receiving negative PCR test.</p> <ul style="list-style-type: none"> PCR test must be done on day 5 after exposure. <u>Exception:</u> if symptoms are severe (fever, diarrhea, etc.), then PCR test may be done before day 5. <p><u>If the employee does not want to get tested or is unable to get tested due to a supply shortage:</u></p> <ul style="list-style-type: none"> Then the employee is <i>presumed</i> to be COVID positive and must complete the 5-day isolation period. The presumed COVID 	

	positive employee must meet the same re-entry criteria outlined for test-confirmed COVID positive individuals.	
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Note: If the employee is identified as a close contact, is required to quarantine and the COVID positive individual lives in the same household as the employee, then the employee must remain at home throughout the COVID positive individual's isolation period. The employee's quarantine period does not start until the COVID positive individual is cleared.

SYMPTOMS OF COVID-19

COVID-19 Symptoms for Screening (this list is not all inclusive):

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

- Cough
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Chills
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea, nausea, vomiting, or abdominal pain
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is test-confirmed to have COVID-19

For a comprehensive list of COVID-19 symptoms, please refer to the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Close Contact

This document refers to “close contact” with an individual who is test-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- (a) being directly exposed to infectious secretions (e.g., being coughed on); or
- (b) being within 6 feet of an infected person for a total of approximately 15 minutes throughout the course of a day; however, additional factors like case/contact masking (i.e. both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, vaccination status, prior infection status, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming test and continuing for 10 days following the confirming test.

TESTING

Effective October 1, 2020, testing or treatment related to COVID-19 will require using your medical insurance, Blue Cross Blue Shield, and adhering to the plan benefits. Some clinics are requiring out of pocket pay and not accepting insurance that these test will not be covered by BCBS or the district.

If you need to seek medical attention, please contact your Primary Care Physician. If you do not have one you can go to www.bcbstx.com to use find a Doctor tool or use MDLIVE for a Virtual Visits. You can also call (800) 521-2227 to speak to a BCBS customer service representative.

Should you need additional assistance, please contact the Risk Management Department. Lucy Garcia can be reached by calling (956) 361-6185 or via email at ldgarcia@sbcisd.net.

COVID-19 RAPID ANTIGEN TESTING FOR EMPLOYEES

Type of COVID Testing	Frequency of COVID Testing	Who is eligible?
Symptomatic (while at work)	When needed	Employees that develop symptoms while at work are eligible for COVID testing.
Close contact (while at work)	When needed	Employees that are notified while at work that they are close contact to a test-confirmed COVID positive individual are eligible for COVID testing.
Weekly screening	Once per week	Employees that are not experiencing COVID symptoms or have not been identified as a close contact to a test-confirmed COVID positive individual are eligible for weekly COVID screening.
Symptomatic (while at home)	When needed	Employees that develop symptoms while at home are eligible for COVID testing during regular school hours. <i>* Employees will be tested in their vehicle.</i>
Close contact (if identified while at home)	When needed	Employees that are notified while at home that they are close contact to a test-confirmed COVID positive individual are eligible for COVID testing during regular school hours. <i>* Employees will be tested in their vehicle.</i>

* Please note that SBCISD currently offers rapid antigen testing. To meet certain re-entry criteria, a PCR test is required. If a PCR test is needed but the district does a rapid antigen test for an employee, the employee is still responsible for obtaining a PCR test.

COVID-19 EXPOSED CLOSE CONTACT FORM

CONTACT INFORMATION			
Student/Staff	Name	Phone Number	Guardian's Name



SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SBCISD employees, students, parents, and visitors should be encouraged to maintain social distancing.

- In classroom spaces that allow it, consider placing student desks a **minimum of three feet** apart when possible.
- Students and staff will be encouraged to practice social distancing while at school.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- **Masks:** Face masks are encouraged to be worn and can serve as an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.
- **Face Shields:** Face shields are not required, but can be worn in conjunction with a mask and can be used in cleaning or general daily use.
- **Disposable Coveralls:** Should be used while cleaning and disinfecting areas.
- **Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be encouraged even with the use of gloves and the encouraged use of masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- In classrooms where students are regularly within three feet of one another, schools should encourage for more frequent handwashing and/or hand sanitizing.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

MASK MANDATE – Effective Friday, September 10, 2021

Note: This mask mandate currently supersedes all other sections throughout this working document that indicate that masks are *encouraged*.

1. All students, staff, and visitors while indoors on SBCISD property, and while riding SBCISD buses, must wear face masks covering the nose and mouth.
2. Masks are not required while eating, or at other times specifically deemed reasonably appropriate by the campus principal or building administrator related to health and safety.
3. Individuals with medical needs/disabilities that prohibit the wearing of masks, upon acceptable verification, are excused from these requirements.

MASKS GUIDELINES

1. Masks include non-medical and medical grade disposable face masks and cloth face coverings (over the nose and mouth). All students and school employees are encouraged to wear face masks or face coverings.
2. Schools are required to comply with the Governor’s Executive Order regarding face masks. The Executive Order can be found here:
https://gov.texas.gov/uploads/files/press/EO-GA-36_prohibition_on_mandating_face_coverings_response_to_COVID-19_disaster_IMAGE_05-18-2021.pdf.
3. Personal reusable masks must meet Code of Student Conduct and Employee Handbook requirements and not be inappropriate or derogatory in nature.
4. All face coverings will be disposed of if found; there will be no lost and found for face coverings.
5. School systems may encourage the use of masks or face shields for adults or students for whom it is developmentally appropriate.
6. It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools will encourage students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities.

PERSONAL WORKSPACE/CLASSROOM

SBCISD staff will use the signage provided to indicate the room for sanitizing and disinfecting. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.).

SHARED WORKSPACE

SBCISD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SBCISD Custodial Team will clean all workspaces at their designated cleaning time.

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces.

Schools will have posters indicating CDC recommendations.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

Water fountains will be disconnected and off limits to students and staff; however, students are able to utilize the touchless water stations. Students are allowed to bring water bottles with them to school, but are not allowed to have open containers in the hallways. All water bottles **must** be clear and used only for their intended purpose.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

General Disinfection Measures

The goal is to establish a sanitary baseline before the site (campuses and student used facilities) opens. Each site should be 100% disinfected prior to anyone returning to work.

San Benito CISD has established the following sanitization frequencies to common work areas:

- **Classrooms and Offices** - will be cleaned and sanitized at the end of each work day.
- **Refrigerators, Microwaves, Coffee Machines** - will be cleaned and sanitized at the end of each work day.
- **Electronic Equipment (copier machines, shared computer monitors, televisions, telephones, keyboards)** - will be cleaned at the end of each use by employees and at the end of each workday by custodial staff.
- **General Objects (handles, light switches, sinks, restrooms)** - will be cleaned and sanitized at least 4 times a day.

- **Buses (bus seats, handles, railings, belts, windows, controls)** - will be cleaned at the end of each use.
- **Other General Common Areas (cafeteria, library, conference rooms, gyms, locker rooms)** - will be cleaned at the end of each use and in between groups (i.e., between classes or grade levels).

Schools will undergo a deep cleaning using approved products. Residual technologies will be invested in to ensure that surfaces stay clean and sanitized for longer periods.

General Disinfection Measures Protocol

General measures should be followed regularly. San Benito CISD will provide each classroom with hand sanitizer and disinfectant wipes. We will:

- Ensure all campuses have allotment of PPE and cleaning material on site each week,
- Train all San Benito CISD employees to follow health safety protocols,
- Provide all campuses with no-touch thermometers, and
- Remove hard to disinfect public seating areas (i.e., waiting rooms, front offices, etc.).

Daily Cleaning Protocol: All areas will be cleaned and disinfected daily. Cleaning will consist of spraying high touch surfaces with approved anti-microbial sprays as well as using Electrostatic fogging machines to treat all areas from classrooms to office spaces after the buildings have been used. Custodial cleaning staff will work staggered schedules to ensure buildings are disinfected in the evening after daily use.

Deep Cleaning And Disinfection Protocol

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the Superintendent of Schools and the COVID-19 Crisis Team.

SIGNAGE

The following signage will be placed throughout the offices and school:

- Fliers outlining hygiene tips and best practices will be posted in common areas, and all students, employees, visitors, and vendors will be required to follow hand hygiene and respiratory etiquette as outlined by the Centers for Disease Control and Prevention;
- Signage should be placed at the main entrance of any office area or school campus encouraging the use of a face mask before entering any San Benito CISD building; and

- Signage will be as follows: hand washing and general hygiene signs throughout the school encouraging cleanliness as good practices. Also, posters with CDC guidelines and recommendations. Signs marking sanitizing stations and antibacterial gel dispensers.

TRANSPORTATION

As we prepare to provide our students and staff with transportation for the 2021-2022 school year, we are following the recommendations per CDC. All SBCISD school buses will be equipped with antimicrobial and antibacterial products that are CDC and Environmental Protection Agency (EPA) approved to ensure the safety of our students, and staff during the transport to and from school.

- All buses are equipped with hand sanitizer dispensers.
 - Students and employees will be required to use hand sanitizer prior to loading and unloading the bus.
- Students and employees will be encouraged to wear a facial covering prior to boarding the bus and throughout the duration of the bus ride to and from school.
 - Any student requesting a face mask will be provided one, while supplies last.
- Students will sit in assigned seats as directed by the bus driver.
 - 50 passenger per bus and 2 passengers per seat
 - Students residing in the same household will be seated in the same seat
 - A visual distancing chart is placed on each bus.
- COVID-19 Safety posters are placed in each bus to remind students to wash their hands, encourage the use of a face mask, use sanitizer, stay home if feeling ill, cover their cough and sneezes.
- Each bus driver or monitor will ensure that each student's temperature is taken prior to boarding the bus.
- Each bus driver or monitor will screen students by asking COVID-19 screening questions.
- Bus drivers and monitors will be encouraged to wear their face mask at all times.
- Students will be encouraged to practice social distancing at the bus stops.
- Bus drivers will keep every other window open as recommended by the CDC.
- Upon arriving at the bus yard, buses will be thoroughly cleaned and sanitized after each route.
- Buses will undergo daily, weekly and monthly sanitizing protocols using approved antimicrobial products.
- A Safety Guideline letter will be sent out with every bus rider to inform parents of the operational procedures during this pandemic.

FOOD DELIVERY & MEAL SERVICES

In line with the Texas Department of Agriculture (TDA), Center for Disease Control (CDC) and Texas Education Agency (TEA) recommendations to ensure safety for students and staff, the district's Child Nutrition Program (CNP) will offer breakfast and lunch in the classroom for face to face learning, curbside pickup, or designated bus stop pickup for remote learning at all San

Benito CISD schools for the 2021-2022 school year. The protocols for safe and sanitary meal service that will be put in place at all schools include the following:

Daily:

- CNP staff will perform self-health screening by assigned designee.
- CNP staff will be encouraged to wear facial coverings and gloves during all food preparation.
- CNP staff will be encouraged to wear facial coverings and gloves during any type of meals service.
- CNP will clean and sanitize before, during and after any and all meal preparation areas.
- CNP staff will be encouraged to maintain social distancing.
- CNP staff will wash their hands and/or use hand sanitizer throughout their time in any and all meal preparations.
- CNP staff will be discouraged from shaking hands, touching and/or hugging others during their time in any SBCISD building.

Face to Face Instruction:

- Adequate shields will be in place to minimize interaction between CNP employee and student.
- Students will be encouraged to wear masks or face coverings while standing in line for meal service.
- Students shall wash their hands and/or use hand sanitizer prior to receiving their meal.
- Students will be encouraged to maintain social distancing while standing in line to for meal service.
- Students will be discouraged from shaking hands, touching and/or hugging others at any time during their meals service time.
- No sharing or swapping meals or food items will be allowed at any time.
- Saving food items for later consumption is not allowed at any time.
- Parent meals with their children will be suspended until further notice.
- Special Diet Accommodations will be available as requested and following regular CNP guidelines.

Meals in the Classroom:

- A designated area outside of the classroom will be assigned to deliver all meals at their respective times.
- Meals will be delivered pre-packed in safe meal containers and set in designated area.
- Any staff members assisting with the distribution and monitoring of the meals service will be encouraged to wear facial coverings and required to wear gloves.
- Students and staff members shall wash their hands and/or use hand sanitizer before and after receiving their meal.
- Meals service area (desk, table, or mats) will be cleaned and sanitized before, during and after the student obtains their meal.

- No sharing or swapping meals or food items will be allowed at any time.
- Saving food items for later consumption is not allowed at any time.
- Parent meals with their children will be suspended until further notice.
- Special Diet Accommodations will be available as requested and following regular CNP guidelines.

Meals During Remote Conferencing:

For students that are receiving instruction via remote conferencing, meals will be available for pick-up at two locations: Berta Cabaza Middle School and Riverside Middle School.



SECTION 2

Curriculum & Instruction

INSTRUCTIONAL DELIVERY MODELS (2.1)

On-Campus Face-To-Face (Effective Pending State and Local Mandates)

SBCISD will provide face-to-face instruction in a classroom in adherence to CDC guidelines. If the student is not actively eating, drinking, or speaking, then they are encouraged to wear a face mask at while at their assigned partitioned desk.

Remote Conferencing

As per TEA guidance, SBCISD will provide Remote Conferencing to students that meet the required criteria. Please refer to the TEA Public Health Guidance and Remote Conferencing FAQ for more information: <https://tea.texas.gov/texas-schools/health-safety-discipline/covid/coronavirus-covid-19-support-and-guidance>.

INSTRUCTIONAL MATERIALS AND e-LEARNING DIGITAL PLATFORMS (2.2 & 3.2)

TEKS aligned instructional materials will be utilized to support daily instruction, to track daily student engagement, and to monitor student progress. Instructional materials include, but are not limited to:

- Houghton Mifflin Harcourt (HMH)
- SAVVAS (formerly Pearson K12 Learning)
- Saxon Phonics
- iStation Reading (K-8) and Math (K-5)
- Dreambox – (K-8 Math)
- STEMScopes (K-12 Science)
- Education Galaxy (K-6)
- Nearpod & Flocabulary (K-12)
- Edgenuity
- Summit K-12 English Language Proficiency (BIL)
- Unique Learning/News-2-You (SPED)
- SPIRE (SPED)
- Language Live (Dyslexia)

Instructional Learning Management Systems (LMS)

The identified student learning management system will be utilized to provide regular feedback to all students on progress.

- PK - 1st – Class DOJO/Google Classroom
- 2nd - 8th – Google Classroom
- 9th - 12th – Google Classroom

Instructional Technology

The SBCISD Instructional Technology team will provide training to campus technology teams to support teachers, parents, and students.

ASSESSMENT (3.2)

As a result of COVID-19 and the participation rate of the State of Texas Assessments of Academic Readiness (STAAR) for the 2021-2022 school year, the beginning-of-year (BOY) assessments will be administered to students to help indicate their understanding of the TEKS from the previous school year.

The BOY assessments have been built using released STAAR test questions. While the optional BOY assessments will be administered in August 2021, they are, as noted above, designed to diagnose understanding of the TEKS from the previous school year. Therefore, the BOY assessments will be administered to students in grades 4 - 8, based on their prior year enrolled grade level or course.

In addition, additional assessments will be administered throughout the year to assess different components of the learning cycle. Circle Progress Monitoring and Texas Kindergarten Entry assessments will be administered to students in grades PK-KG and the TPRI/Tejas Lee will be administered to students in grades 1-2 to assess the student's reading skills. These assessments will take place at the beginning, middle and end-of-the year.

ASSESSMENT	DESCRIPTION	TIMING	PURPOSE
CIRCLE Progress Monitoring System (Pre-K)	Assess students' early reading skills.	Beginning of the Year Middle of the Year End of the Year	Diagnostic assessment used to help teachers design targeted differentiated instruction to meet students' needs.
Texas Kindergarten Entry Assessment (TX-KEA)	Assess students' early reading skills.	Beginning of the Year Middle of the Year End of the Year	Diagnostic assessment used to help teachers design targeted differentiated instruction to meet students' needs.
TPRI and Tejas LEE 1 st & 2 nd Grade	Assess students' early reading skills.	Beginning of the Year Middle of the Year End of the Year	Diagnostic assessment used to help teachers design targeted differentiated instruction to meet students' needs.
Beginning-of-Year (BOY) Assessments	New assessment created in response to COVID-19.	Once at the beginning of the school year (August 16-20, 2021)	Gauge where students are in their understanding of the TEKS as they begin the school year.

SPECIAL POPULATIONS AND PROGRAMS (2.2)

Special Education

Students receiving special education services will continue to receive accommodations and modifications in accordance with the student's Individualized Education Plan (IEP). Admission, Review and Dismissal (ARD) committees will continue to meet to determine the unique needs of students who receive special education services and how best to meet their needs.

504 Program

Students in the 504 Program will continue to receive accommodations in accordance with their instructional plan.

Bilingual Education

Bilingual students will receive the appropriate Time and Treatment for Transitional Early Exit Bilingual Model and Dual Language Bilingual Model.

- Dual Language implementation for Angela Leal Elementary and La Paloma Elementary
- LAS Links Assessment for identification-pending guidance on administration of assessment

Migrant Education

Recruiters will be conducting phone interviews as part of the enrollment process and to determine eligibility for the migrant program. All migrant students/families must consult with the Migrant Department as part of the enrollment process. Contact the Migrant Office at 956-361-6183.

Gifted And Talented Program

Identified Gifted and Talented (GT) students will continue to receive GT services by their GT certified teachers. Parents of GT students will continue to attend GT meetings and communicate with campus GT coordinators.

COUNSELING SOCIOEMOTIONAL SUPPORT

The San Benito CISD Counseling Department will ensure the social emotional needs of all students while supporting the social emotional needs of parents, teachers, and community stakeholders in response to the COVID-19 pandemic. In keeping with the comprehensive counseling model as required by the state of Texas, guidance lessons will be provided, while counseling will be offered as required and/or as needed. We will recommend referrals to outside agencies, as needed in the best interest of our families.

PROFESSIONAL DEVELOPMENT (4.1)

The San Benito CISD Professional Development Department is committed to providing all its educational stakeholders with quality professional development for the purpose of improving student achievement during COVID-19. In addition to ongoing professional development teachers will receive remote-learning instructional support **such as, but not limited to:**

Ongoing district Professional Development initiatives include the following:

- TEKS Resource System – Planning for Mastery;
- International Center for Leadership in Education (ICLE);
- CORWIN;
- Lead4ward; and
- Capturing Kids’ Hearts.

STUDENT SAFETY SERVICES

SBCISD will continue to follow all outlined district campus safety protocols during emergency actions and emergency drills, including drills or emergencies related to fire, shelter in place, and emergency evacuation.

AFTER SCHOOL PROGRAM (ASP)

The 2021-2022 Elementary Grant Sites include:


- Angela G. Leal Elementary
- Frank Roberts Elementary
- Fred Booth Elementary
- La Encantada Elementary
- La Paloma Elementary

The 2021-2022 Secondary Grant Sites include:

- Miller Jordan Middle School
- Riverside Middle School
- Berta Cabaza Middle School
- San Benito Veterans Memorial Academy

After School Program dates are the following:

- August 23 thru December 16, 2021
- January 10 thru May 20, 2022
- May 30 thru July 11, 2022



SECTION 3

Sports & Extracurricular Planning

UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ACTIVITIES

SBCISD will continue to work with University Interscholastic League (UIL) along with state officials in monitoring U.S. Center for Disease Control and Prevention (CDC) and other federal guidance to determine any potential modifications to extracurricular activities on campus. SBCISD will follow all local and state requirements when considering any and all UIL activities.

Additional 2021-2022 information is posted on the UIL COVID-19 website:

<https://www.uil-texas.org/policy/2021-22-policy-info/2021-2022-UIL-risk-mitigation-guidelines>.

HEALTH AND HYGIENE PRACTICES – MASKS PER GA-38

Schools should follow TEA Public Health Guidance for the most up-to-date information regarding the Texas Governor’s Executive Order No. GA-38. School systems must allow individuals to wear a mask if they choose to do so.

REQUIRED ACTIONS

If Individuals with test-confirmed cases have been in a school or in an area where UIL activities are being conducted:

1. If an individual who has been in areas where UIL activities have been conducted is test-confirmed to have COVID-19, the school must notify its local health department (<https://www.dshs.state.tx.us/regions/2019-nCoV-Local-Health-Entities/>) in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) (<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>) and the Family Educational Rights and Privacy Act (FERPA) (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).
2. Upon receipt of information that any teacher, staff member, student, or visitor in an area where UIL activities have been conducted is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services. The report must be submitted each Monday for the prior seven days (Monday-Sunday).
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a classroom or extracurricular or after-school program cohort if a test-confirmed COVID-19 case is identified among students, teachers or staff who participated in those classrooms or cohorts
4. If a test-confirmed COVID-19 case is identified among students, teachers, or staff who participated in a UIL competition against another school, the school must notify the opposing school and the officials/contest judges who also participated in the competition.

STUDENTS WHO HAVE COVID-19

- As provided in this Department of State Health Services (DSHS) Rule (<https://dshs.texas.gov/covid19readmission/>), school systems must exclude students from attending school in person who are actively sick with COVID-19 or who have received a positive test result for COVID-19 and must immediately notify parents if this is determined while on campus.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is test-confirmed with COVID-19, until the conditions for re-entry are met. See the DSHS rule for more details, including the conditions for ending the exclusion period and returning to school.
- In addition to the criteria and processes described above, a student who has been diagnosed with COVID-19 must receive clearance from a physician prior to returning to participation in UIL marching band or athletic activities.

STUDENTS AND STAFF WHO ARE CLOSE CONTACTS

- School must follow the TEA Public Health Guidance related to students and staff who have been identified as close contacts.

MUSIC – SUMMER AND FALL UPDATES 2021

Academic Eligibility

Students beginning grade nine and below must have been promoted from the previous grade prior to the beginning of the current school year.

Students beginning their second year of high school must have earned five (5) credits that count toward state high school graduation requirements.

Students beginning their third year of high school either must have earned a total of ten (10) credits which count toward state high school graduation requirements or a total of five (5) credits which count toward state high school graduation requirements must have been earned during the twelve (12) months preceding the first day of the current school year.

Students beginning their fourth year of high school either must have earned a total of fifteen (15) credits which count toward state high school graduation requirements or a total of five (5) credits which count toward state high school graduation requirements must have been earned during the twelve (12) months preceding the first day of the current school year.

Students who do not meet the above requirements are academically ineligible for participation the first six (6) weeks of the school year. Grades are checked at the end of the first six (6) weeks and if the students are passing all classes, they could regain academic eligibility after the seven (7) calendar day grace period.

When a migrant student enrolls for the first time during a school year, all criteria cited above apply. All other students who enroll too late to earn a passing grade for a grading period are ineligible.

High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring.

Practice and Rehearsal Regulations

- Activities During the School Year:
 - Practice or rehearsal on the extracurricular portion of the music activity during a school period may not exceed 60 minutes per day, or 300 minutes per week. Local school policy will determine the students who may attend.
 - Schools utilizing an instructional model other than a traditional in-person model may hold the extracurricular practice/rehearsal period any time during the day. This period is not required to be held during normal school hours.
 - Practice or rehearsal on the extracurricular portion of the music activity that occurs as part of the 60 minutes per day, or 300 minutes per week permitted during a school period does not count towards any practice or rehearsal time limits outside of the school day.
- Summer Marching Band Activities:
 - Bands may spend 20 hours on marching fundamentals between the end of the 2020-2021 school year and August 1, 2021.
 - The first day for bands to begin learning the visual curriculum for the 2021 contest show is August 1, 2021.

UIL COVID-19 Risk Mitigation Guidelines

SBCISD Music programs will adhere to guidelines provided by UIL. Risk mitigation guidelines can be found on the UIL website by using the following link:

<https://www.uil-texas.org/policy/2021-22-policy-info/2021-2022-uil-risk-mitigation-guidelines>.

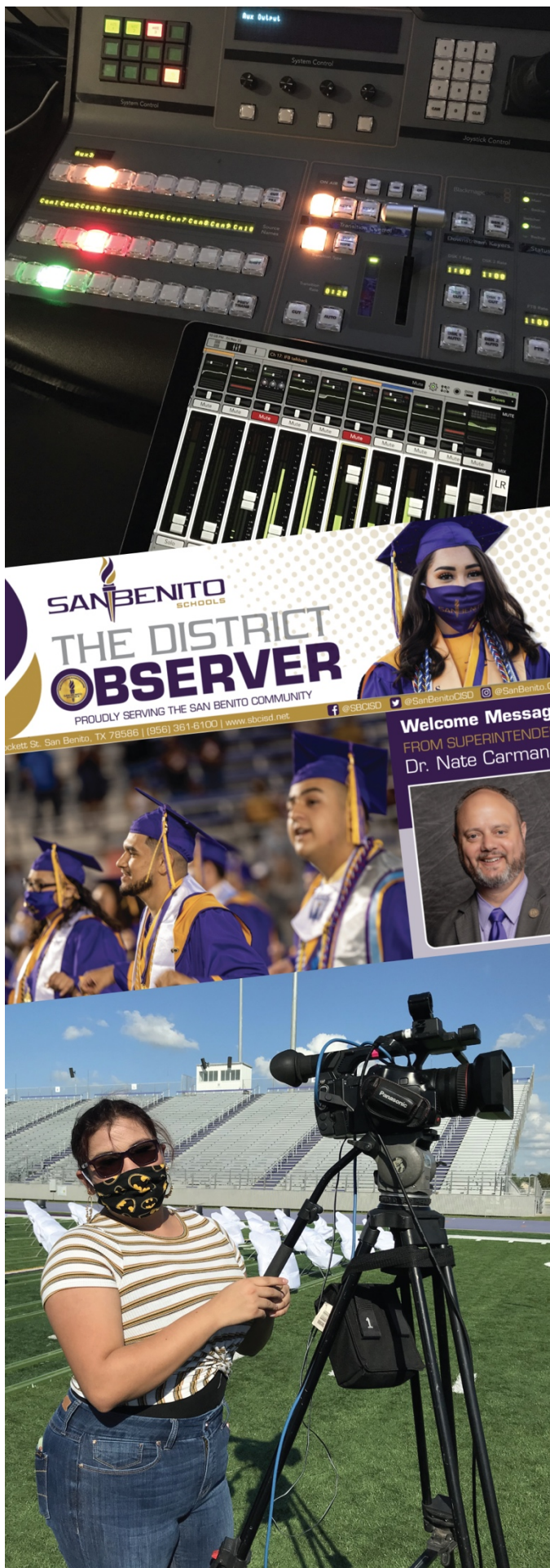
Marching Band Updated Calendar

- | | |
|--------------------|--|
| • July 19, 2021 | First day of summer band (conditioning) |
| • August 1, 2021 | First day of visual/marching curriculum |
| • October 9, 2021 | Pre-Pigskin – Pre-UIL Marching Contest at Bobby Morrow Stadium |
| • October 16, 2021 | Pigskin Jubilee UIL Marching Contest at Bobby Morrow Stadium |

- October 30, 2021 UIL Area Marching Contest at PSJA Stadium
- November 10, 2021 UIL State Marching Contest at San Antonio

ALL OTHER EXTRACURRICULAR ACTIVITIES

Activities including but not limited to Cheer, Dance, Choir, Clubs, etc. will follow the same safety protocols employed on campuses during the school day. Student assemblies, outdoor activities, practices, camps and field lessons will be allowed for the 2021-2022 school year.



SECTION 4

Communications

COMMUNICATION METHODS

SBCISD is committed to educating parents, students, staff, and stakeholders about the district's 2021-2022 Return-to-School Plan prior to the start of the upcoming school year. This plan and subsequent updates will be distributed using a variety of the following communications means:

- Social media platforms,
- Electronic & Telephone messages (School Messenger®),
- District website,
- KSBG TV educational access channel (Spectrum - Channel 1301),
- District publications (*The Observer*), and
- Print news media (*San Benito News* and *Valley Morning Star*).

The Return-to-School Plan and all related information will be available on the district's dedicated re-opening page: www.sbcisd.net/reopening/.

PLAN DEVELOPMENT

In developing this plan, open communication with the SBCISD community has been one of our guiding principles, and multiple viewpoints have been instrumental. As such, we encourage our stakeholders to participate in future surveys that will continue to help us prepare for and/or gauge our progress throughout the 2021-2022 academic year.

ADDITIONAL RESOURCES

SBCISD will continually monitor the novel coronavirus (COVID-19) pandemic and will ensure that all stakeholders are updated with the latest information disseminated by local, regional, state, and national health and education agencies/officials. For agency-specific updates, please visit their respective COVID-19 information webpages:

- U.S. Center for Disease Control and Prevention (CDC)
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Texas Department of State Health Services (DSHS): COVID-19
<https://www.dshs.texas.gov/coronavirus/>
- Cameron County Public Health Department
<http://www.cameroncounty.us/publichealth/index.php/coronavirus/>
- Texas Education Agency (TEA)
<https://tea.texas.gov/texas-schools/health-safety-discipline/covid/coronavirus-covid-19-support-and-guidance>
- University Interscholastic League (UIL)
<https://www.uil texas.org/policy/covid-19>

WORKING DOCUMENT • UPDATE NOTES

Date	General Description of Update
08.09.2021	Incorporated protocols/details indicated in the Texas Education Agency (TEA) Public Health Guidance of August 5, 2021 and the TEA Remote Conferencing FAQ of August 5, 2021.
08.19.2021	Incorporated protocols/details indicated in the Texas Education Agency (TEA) Public Health Guidance of August 19, 2021; the University Interscholastic League (UIL) COVID-19 Information & Updates; and the San Benito Schools Board of Trustees' Mask Mandate Resolution approved on August 16, 2021.
08.27.2021	Incorporated standard clarification language regarding (1) students and staff that have been test confirmed positive and (2) campus/department notification protocols.
09.03.2021	Incorporated protocols/details indicated in the Texas Education Agency (TEA) Public Health Guidance of September 2, 2021 as well as U.S. Center for Disease Control and Prevention (CDC) recommendations.
09.07.2021	Removed language related to the San Benito Schools Board of Trustees' Mask Mandate Resolution approved on August 16, 2021. Mandate lifted on September 3, 2021 at the close of business.
09.09.2021	Incorporated protocols/details indicated in the San Benito Schools Board of Trustees' Mask Mandate Resolution approved on September 7, 2021.
09.24.2021	Incorporated protocols/details related to student/staff quarantine period(s) when residing in same household as COVID positive individual.
10.07.2021	Incorporated clarification of isolation protocols as well as examples of quarantine periods.
01.06.2022	Incorporated updates to the student and employee procedures, protocols, and responsibilities sections. Outlined the three-step criteria for students' return to school and employees' return to work.
01.11.2022	Incorporated updates to the student and employee procedures, protocols, and responsibilities sections. Added COVID testing information – type, frequency and eligibility – for students and staff.

- 01.13.2022 Incorporated updates to the student and employee procedures, protocols, and responsibilities sections. Added additional COVID testing information – type, frequency and eligibility – for students and staff.
- 01.17.2022 Incorporated update to the responsibilities column of the student and employee response sections – “Experiencing symptoms of COVID-19” part b.