



# CFBISD BACK TO SCHOOL **REENTRY PLAN** 2020-2021

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# GOAL

The goal of community mitigation in areas with local COVID-19 transmission is to slow its spread and to protect all individuals, especially those at increased risk for severe illness, while minimizing the negative impacts of these strategies. These strategies are used to minimize morbidity and mortality of COVID-19 in societal sectors such as schools, workplaces, and healthcare organizations.

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## PROMOTING BEHAVIORS THAT DECREASE SPREAD

### Screening Staff/Students

The safety of our students, staff, families and the community is our topmost priority. We are committed to ensuring that all appropriate safety measures are implemented to reduce and/or prevent exposure to COVID-19 through the consistent implementation of:

- Social distancing practices
- Cleaning and sanitizing practices for all facilities, equipment, buses, etc.
- Use of personal protective equipment (PPE) as these are sourced by the district
- Implementation of screening practices to adhere to recommended guidelines for symptoms of illness and requirements for return to school/work
- Implementation of protocols to ensure that students who are ill remain at home until all fever/symptoms improve without the use of fever reducing medication and that students who become ill will be sent home



Staff and students will be asked to self-screen for signs and symptoms of COVID-19 each day before entering a district building. Temperature checks will be performed while community wide transmission rates remain high within our community. Students or staff showing symptoms of illness will be sent to the campus nurse for further assessment.

## Social Distancing

The Center for Disease Control has identified social (physical) distancing as a key strategy in the containment of the COVID-19 virus. Physical distancing identification will be established through the utilization of graphics that each campus will receive. The graphics are designed to identify 6 ft. from the curb to the entrance and within the hallways. Each teacher shall design their classroom space and then be provided with the 6 ft. physical distancing markers to delineate this space within their individual classroom.

The district will take the following measures:

- Provide each campus a graphics package for 6 ft. identification
- Mark hallways into two sides with periodic arrows
- Establish various entry doors for specific grades, students, etc.
- Provide dividers for each classroom and cafeteria tables as deemed necessary
- Grid mark gymnasium floors for student spacing
- Identify seating on buses, auditoriums, and any other common areas



[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html)

## Hand/Hygiene and Respiratory Etiquette

- Handwashing training will be made available to staff and students in English <https://www.cdc.gov/handwashing/index.html> and Spanish <https://www.cdc.gov/handwashing/esp/index.html>
- Respiratory Etiquette training will be made available to students and staff through videos <https://www.cdc.gov/cdctv/diseaseandconditions/influenza/cover-coughs-kids.html> and posters and signage [https://www.cdc.gov/flu/pdf/protect/cdc\\_cough\\_noLogo.pdf](https://www.cdc.gov/flu/pdf/protect/cdc_cough_noLogo.pdf) in our school health rooms and other areas on campus as designated by the campus nurse in collaboration with the campus administrator.

## Protocols for Hand Sanitizing and Disinfecting:

- Frequent cleaning, disinfecting, and hand sanitizing will ensure health and wellness of students and staff
- Hand sanitizer will be available at the main entry to the campus, in the cafeteria and in common areas throughout the campus
- Staff will be expected to regularly wash or sanitize their hands
- Staff will have access to disinfecting materials to sanitize working surfaces and shared objects
- Each classroom and restroom will be disinfected daily
- The cafeteria will be disinfected between lunch periods
- Individuals will practice thorough hand washing upon return from outdoors, before eating, and following restroom breaks
- Staff will limit the use of shared supplies when possible
- CFBISD will use an organic disinfectant product that makes surfaces uninhabitable by germs and viruses for 90 days



## Face Coverings/Face Shields for Students and Staff

One of the most effective measures to prevent the spread of the virus includes the utilization of face coverings.

- ALL students will be REQUIRED to wear a face covering at the beginning of their journey to their classrooms
- When riding a bus, students will be required to wear a covering prior to entering the bus or leaving their vehicle to enter the school building
- Throughout the school day, individuals shall wear a face covering over their nose and mouth when it is difficult to keep six feet away from other individuals or working in areas that involve proximity with other individuals
- Face shields may be worn by teachers while at the front of the classroom while social distancing so that students can see the teacher's face. Face shields may be used by special education students who are not able to be conditioned to wear a face covering.



## Signs and Messages in School Buildings

CFBISD has placed COVID-19 signage in all elementary and secondary schools to include CDC information posters.

- Signage for social distancing and for floor/seating markings in waiting and reception areas
- Markings of 6 feet of spacing are used in campuses to remind students and staff to always stay 6 feet apart in lines and at other times when they may congregate
- Campuses have put in place marks on the floors of restrooms and locker rooms to indicate proper social distancing
- Designated signage is located at entrance and exit doors for classrooms and restrooms to reduce the chance that people meet face to face
- Posters have been placed in high-traffic areas
- Signs are in English and in the Spanish language
- Teach students who cannot yet read what the signs' language and symbols mean
- Limit nonessential visitors and activities involving external groups or organizations
- Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from the vehicle to their classrooms and vice-versa



Additional sources to include printed material:

<https://www.cdc.gov/handwashing/materials.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.dshs.texas.gov/coronavirus/>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

## MAINTAINING HEALTHY ENVIRONMENTS

### Cleaning/Disinfecting Procedures for Buildings, Buses, & Frequently Touched Surfaces and Shared Objects (gym equipment and/or art supplies)

Good hygiene starts with accurate and accountable training, effective products (soaps), and efficient equipment.

Training: each custodian will develop a training profile which will be tracked monthly and be part of a quarterly evaluation. In the case of complaints from a campus or concerns from the nursing team, additional training will be completed by all members of that campus's custodial team.

Products: we have sourced and supplied two primary products, Triad-III and Alpha HP.

Heavily soiled areas: Triad-III -

<http://solutionsdesignedforhealthcare.com/solutions/products/disinfectants/triad-iii>

*"A quaternary-based, heavy-duty alkaline cleaner and disinfectant concentrate for use in healthcare, education, lodging and commercial facilities. Excellent for heavy soil applications. Bactericidal, virucidal and fungicidal. Kills MRSA and VRE. Meets bloodborne pathogen standards for decontaminating blood and body fluids."*

All other spaces: Alpha HP -

<http://solutionsdesignedforhealthcare.com/solutions/products/disinfectants/alpha-hp>

*"An all-in-one, multi-purpose disinfectant cleaner based on proprietary Accelerated Hydrogen Peroxide (AHP®) technology. One product cleans and brightens surfaces safely and easily. Use on walls, countertops and most other water washable hard surfaces"*

Equipment:

The District has purchased and deployed a Victory Electrostatic Sprayer for each campus - <https://victorycomplete.com/product/professional-cordless-electrostatic-sprayer/>. This utilizes the same disinfecting solution but electrostatically charges the cleaning product so that it wraps around and "adheres" to surfaces.

We have upgraded to microfiber cleaning cloths in three (3) colors to reduce cross-area contamination:

- Blue - classroom
- Yellow - common spaces
- Red - restrooms

Each bus will have a bucket, bottle, and cleaning cloth that will be used by the driver to disinfect the bus.

Head custodians have been provided Chromebooks to submit work orders which allows supervisors to monitor responsiveness of head custodians to items and campuses.

Bathrooms are to be cleaned as established by the schedule and will use a checklist.

Custodian supervisors will collaborate weekly with nursing staff to review processes and make changes as needed.

Strategic hand sanitizer locations:

- 3 stations at each elementary
- 6 stations at each middle school
- 9 stations at each high school

## Water Fountains

Review each facility with Nurse and Principal to rate level of concern:

1. Level 3          Minimum one bottle filler, water fountains in dire condition
2. Level 2          At least 2 bottle fillers, capable of increasing water bottle usage
3. Level 1          At least 3 bottle fillers, high percentage student use

## Ventilation of Classrooms

- Increase outside air intake to "flush" the system strategically throughout the day
- Change to Merv 8 filters (highest rating allowed by manufacturers)
- Installation of Ionizers with new HVAC equipment and units

## Modified Layouts of Classrooms; Spacing between desks for Elementary, Middle and High School

- Evaluate capacity and enrollment
- Prioritize classroom use over other needs such as PLC, mentor, etc.
- Provide one trifold poly divider per student



## Physical Barriers (Plexiglas) and Distance Guides to Promote Social Distancing

- Social distancing stickers, eight (8) per campus for receptionist at campus request
- Plexiglas "sneeze guard" supplied to each campus:
  - Elementary - 4
  - Middle - 6
  - High - 8
- Combination of rope stanchion and Plexiglas to provide social distancing at campus request

## Food Service – Elementary, Middle, and High School

### Remote Learners Breakfast and Lunch Procedures:

During remote instruction, Carrollton-Farmers Branch ISD will provide breakfast and lunch meal kits through a drive/walk up pick-up systems for remote learners. Meals are available for all remote CFB students based on free, reduced and paid prices. Meal kits will be available for \$15.00 for paid students and no cost to free and reduced students

Parents are strongly encouraged to prepay for meals online in an effort to streamline payments at: [www.myschoolbucks.com](http://www.myschoolbucks.com) Students should present their CFB Student ID card or ID number to receive meals. Parents wishing to pick up meals for their student should bring any one of the following items:

- Official letter/email from CFB listing children enrolled
- Individual CFB student report card
- CFB attendance record from parent portal of school website
- CFB student ID cards

## Meal Distribution

The first distribution day will be August 17<sup>th</sup> beginning at 9:00 a.m. This meal kit will provide meals for Monday, August 17 and Tuesday, August 18 and have a cost of \$6.00 for paid students only.

Beginning on August 19<sup>th</sup>, meal distribution will occur each week on WEDNESDAYS at 9:00 a.m., until normal school resumes. Meal kits on Wednesdays will include breakfast and lunch for five days and have a cost of \$15.00 for paid students only. Meals may be picked up at one of the following schools:

<b>DISTRIBUTION SCHOOLS</b>	<b>SERVING TIME</b>
<b>Blalack Middle School</b> , 1706 E. Peters Colony, Carrollton, TX 75007	9:00 a.m. - 11:00 a.m.
<b>Blair Elementary</b> , 14055 Heartside Pl., Farmers Branch, TX 75234	9:00 a.m. - 11:00 a.m.
<b>Bush Middle School</b> , 515 Cowboys Pkwy., Irving, TX 75063	9:00 a.m. - 10:30 a.m.
<b>Creekview High School</b> , 3201 Old Denton Rd., Carrollton, TX 75007	9:00 a.m. - 10:30 a.m.
<b>Farmers Branch Elementary</b> , 13521 Tom Field Rd., Farmers Branch, TX 75234	9:00 a.m. - 11:00 a.m.
<b>Long Middle School</b> , 2525 Frankford Rd., Dallas, TX 75287	9:00 a.m. - 12:30 p.m.
<b>Perry Middle School</b> , 1709 Belt Line Rd., Carrollton, TX 75006	9:00 a.m. - 11:00 a.m.
<b>Polk Middle School</b> , 2001 Kelly Blvd., Carrollton, TX 75006	9:00 a.m. - 11:00 a.m.
<b>Ranchview High School</b> , 8401 Valley Ranch Pkwy E., Irving, TX 75063	9:00 a.m. - 10:30 a.m.
<b>Smith High School</b> , 2335 N. Josey Ln., Carrollton, TX 75006	9:00 a.m. - 12:30 p.m.
<b>McLaughlin Strickland Elementary</b> , 3030 Fyke Rd., Farmers Branch, TX 75234	9:00 a.m. - 10:30 a.m.

## Traditional Onsite Learners Breakfast and Lunch Procedures:

Once students return to our buildings, daily breakfast and lunch meals will be provided on site. Meals will be prepared under the highest safety and sanitation standards and meal service will ensure social distancing practices as much as possible. Depending on the number of students in the school and space limitations, students may have meals in both the cafeteria and in classrooms.

A customized meal service plan will be developed for breakfast and lunch service at each school. Plans may include meal service by one of the following methods:

### Traditional Cafeteria Service:

- Students will enter the serving line preferably by classroom to prevent exposure.
- Clearly marked spacing on floors will promote social distancing in the serving lines.
- Student Nutrition staff will wear face coverings and remain behind the serving line, and glass shields will be installed between the cashier and student.
- There will be no self-serve by students. Students will verbally choose an entrée, and cafeteria staff members will place all side dishes and milk on the tray, unless the student verbally declines an item. The completed tray will be handed to the student.
- Sealed disposable utensils and disposable trays will be utilized for meal service.
- Pre-portioned condiments will be provided by the cafeteria staff upon request.
- Students will either scan their barcoded ID card through the glass shield or call out their ID number for the cashier to enter into the cash register. Parents will be strongly encouraged to pre-pay for meals online in an effort to have cashless, touchless service. Payments may be made at: [www.myschoolbucks.com](http://www.myschoolbucks.com)
- The serving line, tray slide and glass shields will be sanitized between classes or during breaks by cafeteria staff.

### Grab and Go Pre-Packaged Meal Service:

- Students will enter the serving line preferably by classroom to prevent exposure.
- Clearly marked spacing on floors will promote social distancing in the serving lines.
- Student Nutrition staff will wear face coverings and remain behind the serving line, and glass shields will be installed between the cashier and student.
- There will be no self-serve by students. Students will verbally communicate their choice of milk. The cafeteria staff members will give the student a complete meal: entrée, pre-bagged veggies and/or fruit and milk.
- Sealed disposable utensils and disposable bags will be utilized for meal service.
- Pre-portioned condiments will be provided appropriate for the meal in the bag.
- Students will either scan their barcoded ID card through the glass shield or call out their ID number for the cashier to enter into the cash register. Parents are strongly encouraged to prepay for meals online in an effort to have cashless, touchless service. Payments may be made at: [www.myschoolbucks.com](http://www.myschoolbucks.com)
- The serving line, tray slide and glass shields will be sanitized between classes or during breaks by cafeteria staff.

### Classroom Delivery of Pre-Packaged Meals:

- Teachers will survey the classroom and establish a lunch order for that day and breakfast the following morning by 9:00 a.m. each day. Students will have a choice of unflavored or chocolate milk.
  - Teachers will collect any payments and forward them with the order to the cafeteria. Parents are strongly encouraged to prepay for meals online in an effort to streamline payments at: [www.myschoolbucks.com](http://www.myschoolbucks.com).
  - Prior to the meal period, cafeteria staff will deliver meals as ordered just outside the door to each classroom.
  - Students ordering meals will receive the complete meal: entrée, pre-bagged veggies and/or fruit and milk. The flavor of milk will be the only choice available.
  - Cafeteria staff will package all products in disposable single-use containers, to eliminate cross-contamination. Trash should be placed back in the delivery boxes and set outside the door for pick up by custodial staff.
  - Staff will discard all products after meal service to ensure food safety and prevent the encouragement of pests.
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- Menus for the various types of service will be available from the school, and electronic menus with nutrition and allergen information can be accessed at [nutri-cafe.com/](http://nutri-cafe.com/)
  - Meal prices will be: Paid student breakfast \$2.00, Paid student lunch \$3.00 and no charge for Free or Reduced price students.
  - It is possible that a school may utilize different service methods for breakfast and lunch service depending on the ability to social distance. Contact your local school for specifics.
  - Visitors will not be allowed to dine with students.
  - Lunch deliveries from outside entities or parents will not be permitted.
  - Initially, ala carte items will not be offered for sale by the cafeteria under any method of service, in an effort to streamline service.
  - No sharing table/cart will be provided as this would promote cross-contamination.
  - Students will socially distance as much as possible. Six-foot distance around all occupiable assigned seats will be provided while maintaining the student's consistent cohort for "in person" lunches.
  - Teachers will monitor in the cafeteria and hallways to ensure social distancing.
  - Lunch times will be staggered by class with sanitation blocks between hallway cohorts.

# Plans for Arrival and Dismissal of Students – Elementary, Middle and High School

## Arrival

Before school drop-off shall be contactless whenever possible.

- Parents will not be allowed to walk students inside the school building. Exception: Parents of Pre-K and Kindergarten students may be allowed to walk to class on the first day of school pending COVID-19 guidelines.
- Parents should remain in cars at all times unless prior authorization by school administration is given for escorting a child.
- Children should exit the vehicle and proceed to the school entrance.
- No loitering at the entrance door will be allowed.
- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions should be specifically arranged with campus administration.
- Where possible, separate entrances will be utilized for car riders, bus riders, walkers and daycare students.
- Staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts.
- Where possible, students will go straight to the classroom upon arrival and will not wait in a centralized holding area.
- Bus procedures will be based on campus specific needs.

## Dismissal

After school pick-up shall be contactless whenever possible.

- Whenever possible, parents of children should remain in vehicles or remain in the designated pick-up areas during dismissal.
- Early dismissals are strongly discouraged. Parents should call the main number of the school office to pick up their child early.
- No loitering at the exit door will be allowed.
- Elementary: Young children may need to be escorted. Sibling connections will be done outside the building. Students that have younger siblings will go to pick up their younger siblings and remain with the younger sibling's class until they are picked up by their parents.
- Whenever possible, campuses will stagger dismissal groups. Staggering the groups of walkers, car riders, bus riders and daycare students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.

## MAINTAINING HEALTHY OPERATIONS

### Protection for Staff and Children at High Risk for Severe Illness from COVID-19

As schools scale up activities towards pre-COVID-19 operating practices, it is important to keep in mind that some workers are at higher risk for severe illness from COVID-19. These workers include individuals over age 65 and those with underlying medical conditions. Such underlying conditions include, but are not limited to, chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis.

Workers at higher risk for severe illness should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce workers' risk of exposure to COVID-19, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations.

Consider offering workers at higher risk duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier).

Children with significant health conditions will be given the option to pursue remote learning opportunities or traditional on campus learning. Students will be provided with personal protective equipment and the expectation that they adhere to campus risk mitigation and virus prevention practices.

### Protocols for Gatherings, Visitors, and/or Field Trips

Campuses will utilize virtual meeting options to limit campus visitors when possible. Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

- Visitors should be pre-arranged by calling the school ahead of time and scheduling an appointment.
- Parents will not be allowed to walk students inside the school building. Exception: Parents of Pre-K and Kindergarten students may be allowed to walk to class on the first day of school pending COVID-19 guidelines.
- All individuals entering the building will be required to follow the protocols for face coverings in accordance with governing authorities' mandates.
- Visitors must follow the virus prevention and mitigation requirements of the school.
- Individuals who proceed beyond the reception area will be asked a series of questions about their health. Temperature will be checked upon entering any CFBISD facility.
- Virtual meetings will be utilized whenever possible; this includes ARDs, 504, and other parent meetings.



## Off-Campus Events

- Off-campus field trips will not be scheduled at this time. Virtual field trips will be considered as often as possible.
- Student participation in athletics and academic contests (Math and Science Team, Robotics, Academic Pentathlon) will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, CFBISD, TEA, the UIL, etc.).

## Busing Students

- Face coverings required
- 1 student per bench
- Spot cleaning between trips
- Full clean between routes

## Implementing Staggered Scheduling

Principals and supervisors should take reasonable steps to stagger schedules to reduce the gathering of students or staff in any confined areas.

## Cohorts - Small Groups

- Elementary: When possible, for grade levels that implement departmentalization or team teaching of subject areas, teachers may move to the students for instruction. If the students move locations, they will remain in their cohort of the same students.
- When possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus. Additionally, supplemental services will be grouped by grade level.
- Teachers should limit the number of students participating in small group instruction.
- Group or pair work can be implemented while maintaining physical distancing.
- Students shall limit movement within the classroom such as turning in assignments, materials being passed out, etc.
- Whenever possible, teachers will assign cohorts of students specific manipulatives in order to reduce the possibility of exposure.
- The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

## Designated COVID-19 Training for Nurses and Staff/Teachers

Multiple strategies will be employed to communicate to students, staff and families based on our guidelines and expectations of our efforts in reducing our transmission of COVID-19.

Goals are to:

1. Ensure hygiene and health-related practices are research-based, clearly communicated, effectively implemented, and diligently enforced.
2. Concise messaging will be developed for specific job groups, as well as for families regarding student expectations.
3. The District will create specific professional development modules that all campus-based staff must complete prior to the first day of school and practice appropriate routines, such as arrival and dismissal, handwashing procedure, covering your cough, etc.
4. Specific professional development will be held for specific job groups such as custodians, bus drivers, and nurses, who may deal specifically with students or staff that exhibit symptoms.

In addition, key access points of buses, campuses, bathrooms, cafeterias, will have specific messaging as appropriate.

To clearly communicate, the District will develop and publish our re-entry plan on the district and campus websites.

## Back-up Staffing Plans

The district has a pool of substitutes ranging from 500 to 600 teachers. Substitutes for traditional classes will be assigned through the existing process, whereby an absence is entered and an available substitute teacher selects the position. However, substitutes for Remote Learning classes will be selected from a sub-pool of substitutes that have also completed the Canvas training.

## Specific Policies for Recess, Band/Orchestra, Choir, and Athletics

### Recess (Elementary)

- Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.
- All students and staff will be required to use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- Brain breaks will be implemented as needed, at the discretion of the campus/teacher.
- "Face covering breaks" will be implemented as needed.
- Specials (Elementary)

- Students will use their own art supplies.
- Music equipment will be sanitized and wiped down after each use.
- Due to the amount of equipment and supplies required to teach the curriculum, having music and art in those classrooms is preferred. If not possible, then the art teacher and music teacher should be allowed to attend each regular class to teach a lesson appropriate for the classroom environment.
- PE classes of all grade levels will be conducted outdoors whenever possible. Weather/temperature will be a consideration. Appropriate social distancing measures will be followed whether in the gym, classroom, or outside. PE equipment will be sanitized and wiped down after each use.
  - Individual fitness with social distancing will be the main theme of CFBISD PE for both in person traditional learning and remote learning. Enter and exit signs will be posted along with social distancing and hand sanitizing reminder signs posted around the gym.
  - Students will not be asked to dress out for PE to minimize the use of locker rooms.
  - Hand sanitizing and face coverings will be a common practice in PE.

### Cheer/Dance/Drill Team

- Practices and performances will be conducted following safety protocols provided by guidance from CFBISD, UIL and TEA (COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.).
- Cheerleaders will only cheer at home venues. Stunting will be limited.
- Cheerleaders will be required to wear facial coverings and social distance while on the sideline of any game or contest and at practice per the UIL guidelines.

### Athletics

- Athletic practices and contests will be conducted following all safety protocols provided by guidance from UIL, and CFBISD. This will include COVID-19 screening, sharing & sanitizing of equipment, locker room usage, laundry, etc.
  - [COVID-19 Information — University Interscholastic League](#)
- All athletic facilities will have signage for directional foot traffic flow, temperature check station signs, social distancing signs, and other COVID-19 informational signs.
- Coaches and athletes will be required to wear face coverings during the athletic practices, team meetings, coaches' meetings, and games/contests.
- Coaches and athletes will be required to bring their own water bottles to each practice and contest. A specified coach or athletic trainer will refill water bottles from a designated water station.

- Athletic clothing will be laundered according to UIL and CDC guidelines. Coaches will wear gloves and face coverings when handling laundry items.
- Hand sanitizing stations will be in athletic areas and handwashing/sanitizing will be enforced before, during, and after activities. Equipment will be sanitized on a regular basis.
- Cleaning and sanitation of all athletic facilities will happen routinely.
- Locker room use will be specified by UIL guidelines. Facial coverings are required at all times in the locker room except when showering. Coaches will monitor athletes while inside the locker room to ensure social distancing protocols are followed and COVID-19 protocols are met. Staggered dressing times may be implemented depending on the size of the locker room.
- Bus travel will follow transportation guidelines provided by the TEA, UIL and CFBISD. Athletes and coaches will wear facial coverings to and from away game/contest while in CFBISD transportation.
- Spectator attendance at games and contests in CFBISD athletic venues will be at a maximum of 50% capacity as determined by the UIL and CDC guidelines. Crowd sizes could be limited due to smaller venues and CFBISD will follow all UIL and CDC guidelines. Bleachers will be marked for social distancing and rows will be identified as closed for these purposes. This will include the Standridge Stadium press box.
- Spectators will not be allowed access to any court, field, sideline, or locker room before, during or after any game or contest.
- Concession stands will follow all CDC and food handling guidelines. Face coverings and gloves will be worn and each concession stand will provide pre-packaged food and bottled drinks only for purchase.
- Ticket purchases for games and contests will be from an online ticketing system found on the CFBISD Athletic website. General admission tickets will be scanned from the spectator's phone.
- COVID-19 screening and temperature checks will be conducted at the entrances to all CFBISD athletic games and contests. Clear bag procedures will be in effect at all game locations.
- Spectators will be required to wear face coverings while attending any UIL sponsored game or contest and will be required to sit six feet apart.
- Hand sanitizing stations will be set up at all athletic game entrances and in each gym throughout CFBISD.
- Booster Club meetings will be held virtually to minimize outside exposure to campuses.
- All aspects of the athletic events will be evaluated after receiving guidance from the TEA and UIL to minimize the risk of exposure for both athletes that are participating and spectators that are observing.

## Fine Arts

- Large group practice sessions, sectionals and rehearsals should adhere to social distancing guidelines provided by an authorized entity (e.g., CFBISD, TEA, UIL, etc.).
- CFBISD will not allow private lesson teachers on the campus during the first nine weeks. After the first nine weeks, we will reassess. Private lessons may be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will remain the same.
- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., CFBISD, TEA, the UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

## **PREPARING FOR SICK STUDENTS OR STAFF; SURVEILLANCE AND INCREASED COMMUNITY TRANSMISSION**

### Responsibilities when Employees are Diagnosed with COVID-19 Virus or Exposed to Someone Diagnosed with the Virus

An employee who is diagnosed with the COVID-19 Virus or exposed to someone who has been diagnosed with the virus must immediately report it to his supervisor and immediately leave the worksite. If the supervisor is not available, the employee should leave the worksite immediately and notify the supervisor as soon as possible. The employee is required to remain in quarantine for the duration required by the CDC and may not return to the worksite until authorized by the Personnel Department and District Nursing staff. Details about responsibilities of employees, supervisors, Personnel Department, and Nursing staff are described in the following chart:

## Employee Flowchart for COVID-19 Notification Process

### APPLICABLE TO ALL EMPLOYEES THAT HAVE:

- tested positive for CV-19
- been exposed to someone testing positive at home, work or elsewhere
- symptoms and awaiting test results
- been exposed to someone having symptoms and awaiting test results
- multiple symptoms including a fever

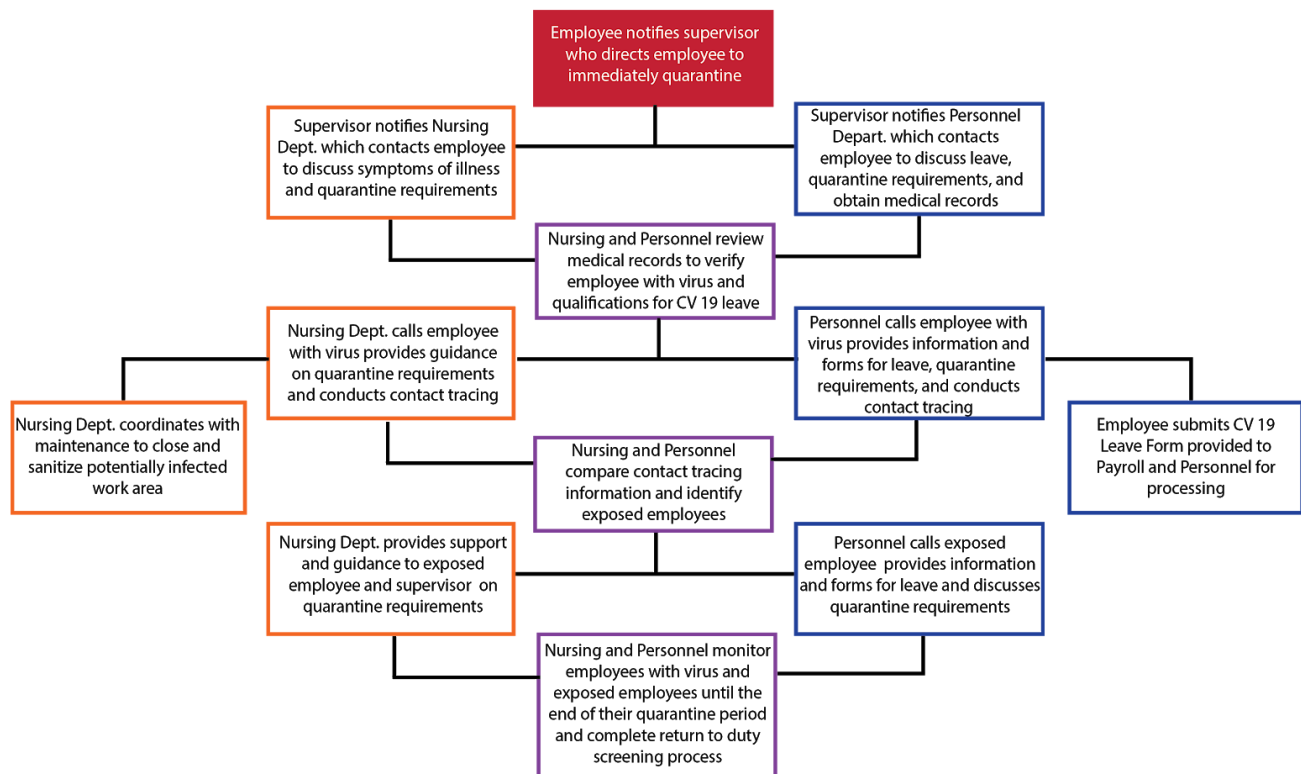
### DEFINITIONS:

**Exposed Employee:** within 6 feet of person with infection or being tested, 10 minutes, w/o PPE

**Contact Tracing:** interview with employee infected to determine all exposed employees

**Quarantine Period:** controlled by health authorities dependent on test results, symptoms and exposure

**Sanitize Requirements:** closure of facilities where infections occurred and cleaning pursuant to health authority guidelines



## Employee Responsibilities for COVID-19 Response Process

Applicable to all employees that have:

- tested positive for CV-19
- been exposed to someone testing positive at home, work or elsewhere



- symptoms and awaiting test results
- been exposed to someone having symptoms and awaiting test results
- multiple symptoms including a fever

## Employee Responsibilities

EMPLOYEE Responsibilities:	QUARANTINE Requirements (subject to change)
<ol style="list-style-type: none"> <li>1. Immediately inform supervisor, isolate and leave the worksite</li> <li>2. If supervisor unavailable, leave the worksite and continue attempting to contact supervisor</li> <li>3. Go home and quarantine until contacted by district nursing staff and personnel dept.</li> <li>4. Make list of people in contact with for two days prior to symptoms</li> <li>5. Complete leave form and provide medical records</li> <li>6. Complete contact tracing interviews</li> <li>7. Remain quarantined for the period directed by district nurse and personnel dept.</li> <li>8. Complete "return to duty screening" prior to reporting to duty</li> </ol>	<ol style="list-style-type: none"> <li>1. Positive CV-19: quarantine for 10 days from symptom onset and until fever free for 24 hours (1 day) and symptoms improved per CDC guidelines</li> <li>2. Exposure to CV-19: quarantine for 14 days and monitor for symptoms. If symptoms develop apply bullet # 3</li> <li>3. Symptom &amp; Awaiting Test: an individual with symptoms that could be COVID-19 must do one of the following:               <ol style="list-style-type: none"> <li>a. complete the stay-at-home period,</li> <li>b. obtain a medical professional's note clearing the individual for return based on an alternative diagnosis,</li> <li>c. obtain an acute infection test (Antigen or PCR test) at an approved testing location** that comes back negative for COVID-19.</li> </ol> </li> <li>4. Exposure to Person with Symptoms &amp; Awaiting Test: quarantine until person gets results of test. If negative, return to work. If positive then apply bullet #2</li> <li>5. Showing Symptoms: quarantine until cleared with CFBISD nursing staff. If tested apply # 3 above</li> </ol> <p>**Approved testing locations can be found at <a href="http://www.tdem.texas.gov/covid-19">www.tdem.texas.gov/covid-19</a>.</p>

## Nursing Department Responsibilities

NURSING DEPT. Responsibilities:	QUARANTINE Requirements (subject to change)
<ol style="list-style-type: none"> <li>1. Receives notification from Employee/ Supervisor</li> <li>2. Confirm employee not at worksite</li> <li>3. Contact employee to provide guidance on quarantine according to CDC and do contact tracing interview</li> <li>4. Review medical records</li> <li>5. Compare contact tracing list with personnel dept for verification</li> <li>6. Call all employees identified as exposed thru contact tracing if quarantine required</li> <li>7. Contact employee to conduct "return to duty screening"</li> </ol>	<ol style="list-style-type: none"> <li>1. Positive CV-19: quarantine for 10 days from symptom onset and until fever free for 24 hours (1 day) and symptoms improved per CDC guidelines</li> <li>2. Exposure to CV-19: quarantine for 14 days and monitor for symptoms. If symptoms develop apply bullet # 3</li> <li>3. Symptom &amp; Awaiting Test: an individual with symptoms that could be COVID-19 must do one of the following:               <ol style="list-style-type: none"> <li>a. complete the stay at home period,</li> <li>b. obtain a medical professional's note clearing the individual for return based on an alternative diagnosis,</li> <li>c. obtain an acute infection test (Antigen or PCR test) at an approved testing location** that comes back negative for COVID-19.</li> </ol> </li> <li>4. Exposure to Person with Symptoms &amp; Awaiting Test: quarantine until person gets results of test. If negative, return to work. If positive then apply bullet #2</li> <li>5. Showing Symptoms: quarantine until cleared with CFBISD nursing staff. If tested apply # 3 above</li> </ol> <p>**Approved testing locations can be found at <a href="http://www.tdem.texas.gov/covid-19">www.tdem.texas.gov/covid-19</a>.</p>

## Personnel Department Responsibilities

PERSONNEL DEPT. Responsibilities:	QUARANTINE Requirements (subject to change)
<ol style="list-style-type: none"> <li>1. Receives notification from Employee/ Supervisor</li> <li>2. Confirm employee not at worksite</li> <li>3. Contact employee to provide guidance on quarantine according to CDC and do contact tracing interview</li> <li>4. Review medical records</li> <li>5. Compare contact tracing list with personnel dept for verification</li> <li>6. Call all employees identified as exposed thru contact tracing if quarantine required</li> <li>7. Contact employee to conduct "return to duty screening"</li> </ol>	<ol style="list-style-type: none"> <li>1. Positive CV-19: quarantine for 10 days from symptom onset and until fever free for 24 hours (1 day) and symptoms improved per CDC guidelines</li> <li>2. Exposure to CV-19: quarantine for 14 days and monitor for symptoms. If symptoms develop apply bullet # 3</li> <li>3. Symptom &amp; Awaiting Test: an individual with symptoms that could be COVID-19 must do one of the following:               <ol style="list-style-type: none"> <li>a. complete the stay at home period,</li> <li>b. obtain a medical professional's note clearing the individual for return based on an alternative diagnosis,</li> <li>c. obtain an acute infection test (Antigen or PCR test) at an approved testing location** that comes back negative for COVID-19.</li> </ol> </li> <li>4. Exposure to Person with Symptoms &amp; Awaiting Test: quarantine until person gets results of test. If negative, return to work. If positive then apply bullet #2</li> <li>5. Showing Symptoms: quarantine until cleared with CFBISD nursing staff. If tested apply # 3 above</li> </ol> <p>**Approved testing locations can be found at <a href="http://www.tdem.texas.gov/covid-19">www.tdem.texas.gov/covid-19</a>.</p>

## Supervisor Responsibilities

SUPERVISOR Responsibilities:	QUARANTINE Requirements (subject to change)
<ol style="list-style-type: none"> <li>1. If employee at home, direct employee to remain at home</li> <li>2. If employee at work, direct employee to immediately leave worksite</li> <li>3. Notify Nursing Dept to contact employee and discuss quarantine and tracing</li> <li>4. Notify Personnel Dept to contact employee to discuss leave and tracing</li> <li>5. Make list of people employee was in contact with within 2 days of known symptoms</li> <li>6. Complete contact tracing interviews</li> <li>7. Restrict employee from returning to worksite until quarantine period over and complete "return to duty screening".</li> </ol>	<ol style="list-style-type: none"> <li>8. Positive CV-19: quarantine for 10 days from symptom onset and until fever free for 24 hours (1 day) and symptoms improved per CDC guidelines</li> <li>9. Exposure to CV-19: quarantine for 14 days and monitor for symptoms. If symptoms develop apply bullet # 3</li> <li>10. Symptom &amp; Awaiting Test: an individual with symptoms that could be COVID-19 must do one of the following:               <ol style="list-style-type: none"> <li>a. complete the stay at home period,</li> <li>b. obtain a medical professional's note clearing the individual for return based on an alternative diagnosis,</li> <li>c. obtain an acute infection test (Antigen or PCR test) at an approved testing location** that comes back negative for COVID-19.</li> </ol> </li> <li>11. Exposure to Person with Symptoms &amp; Awaiting Test: quarantine until person gets results of test. If negative, return to work. If positive then apply bullet #2</li> <li>12. Showing Symptoms: quarantine until cleared with CFBISD nursing staff. If tested apply # 3 above</li> <li>13. **Approved testing locations can be found at <a href="http://www.tdem.texas.gov/covid-19">www.tdem.texas.gov/covid-19</a>.</li> </ol>

## Protocols for Quarantine of Employees Diagnosed with the CV-19 Virus or Exposed to Someone Diagnosed

These are the procedures a supervisor must follow when an employee reports to the supervisor that they have been:

1. diagnosed with the COVID-19 virus or
2. been exposed to someone diagnosed with the virus, or
3. they have symptoms and they are awaiting test results, or
4. been exposed to someone who is awaiting test results, or
5. showing multiple symptoms including a fever.

The following steps shall be followed when a supervisor is notified that an employee is in one of the above 5 circumstances:

1. The employee shall be directed to quarantine and be expecting a call from the nursing staff and the personnel department.
2. The supervisor shall notify Sandra Lieck, Director of Nursing, or her designee. The nursing staff shall contact the employee to explain the quarantine requirements. The nursing staff shall interview for contact tracing and provide the following information about quarantine.
3. The supervisor shall notify Jerry Martinez, Coordinator of Personnel. Personnel shall contact the employee to complete the leave process. Personnel shall interview for contact tracing. Employees will complete the leave request form.
4. The nursing staff and personnel staff shall compare contact tracing notes.
5. Personnel and/or nursing staff shall contact each employee identified from contact tracing interviews. The quarantine requirements are explained, and the leave process is completed for each employee. Employees exposed to someone diagnosed with the virus will receive the following notice from Personnel.
6. Personnel shall inform the appropriate managers of the quarantine requirement timelines for each employee in the above categories, and for each employee identified through contact tracing interviews.
7. No employee shall return to the worksite until the end of the quarantine timeline and they have completed return to work screening.

The following documents shall be sent from Personnel:

1. Letter to Employee Diagnosed with CV-19 from Personnel Services Department
2. CDC Flyer on how to manage symptoms
3. CDC 14-Day symptom log and instructions
4. Request for Coronavirus Response Act Leave form

## Isolation Area for Ill/Symptomatic Students and Staff

The CDC recommends designating an established isolation area to be used for any students or staff that become ill during the school day and for any respiratory care that may cause the virus to be aerosolized. Isolation is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected.

## Monitoring Absenteeism of Staff/Students

Guidance will be provided by our local health authority regarding absence reporting and monitoring due to COVID-19 infection.

## Cleaning and Disinfecting Classrooms and Clinic Area after an Ill Student/Staff Member

In coordination with the Nursing Team tracing, the Facilities Team will deploy additional cleaning and disinfecting to areas of concern within 24 hours. HVAC team will increase outside area intake to “flush” spaces.

If a happening of infection is identified: the Facilities Team will evaluate options to install ionizers, charcoal filters, and/or microban products. An option to remove all items from a classroom and return only critically needed teaching materials that are disinfected to the room will be explored.

## Closing a School Due to an Outbreak of Cases; Will Students be Offered Virtual Learning

In the case of closing of a classroom, a campus, or the district, students will transition to Remote Learning.

## Notifying Health Officials and Close Contacts with Positive Cases of COVID-19; Quarantine Policy and Return to School Policy

Nursing staff will work with employees and students/families to implement the return to school protocols for positive cases and symptomatic/presumed positive cases of COVID-19. The Health Services Director will contact Dallas County Health and Human Services (DCHHS) for advice and direction as needed. Case reporting will be completed to comply with the mandatory reporting to DCHHS every 24 hours.

CDC guidelines for quarantine and return to school/work will be followed.



## Families First Coronavirus Response Act

The [Families First Coronavirus Response Act](#) (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.