

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff

Fall 2020

Home of the Eagles



Excellence Is Our Expectation

Terrell County Independent School District
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Table of Contents

Topic	Page
Staff School Arrival	3
Mask & Symptom Information and Requirements	3
Close Contact	4
Return to Work Guidelines	5
Student Arrival at 7:40	5
Classroom Procedures	6
Classroom Spacing	7
Outdoor Instruction	7
Library	7
Computer Lab and Chromebooks	8
Nurse Visits	8
Grading Policy	9
Homeroom	9
Break/Breakfast	9
Lunch/Recess	9
Snacks/Parties/Etc.	10
Water Fountains	10
Student Dismissal	10
Visitors	10
Faculty Meetings and Training	11
Appendix	12

Board Reviewed – July 15, 2020

****Information and procedures are subject to change. The district will follow the recommendations and directives from the local and state government.****

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff Fall 2020

Teacher/Staff Public Health Procedures	
<p><u>School Arrival</u></p> <p>*Refer to Appendix for Entrance/Exit Map*</p>	<ul style="list-style-type: none">• All staff is required to arrive at school by 7:30 am.<ul style="list-style-type: none">○ Staff members with students who attend TCISD will be allowed to bring their children with them at 7:30 am. The children will be screened prior to entering the building and MUST remain with the parent until students are allowed into their classrooms.• The front entrance is the required entrance for all staff members (entrance 1 on map). Staff will NOT be allowed to enter the building at any other entrance.• Upon arrival, staff members MUST wear a mask and MUST social distance while waiting to be allowed into the building.• Prior to entering the building, temperatures will be scanned.<ul style="list-style-type: none">○ If a staff member’s temperature is greater than or equal to 100 degrees or the district receives a positive report from a staff member on any COVID-19 symptoms, the staff member will be asked to return home and will not be allowed to enter the building.○ Staff members must be free of a fever for a minimum of 24 hours, without antipyretics, before returning to the building, unless the staff member has been in close contact with a COVID-19 positive case or recently returned from an area where COVID-19 is spreading. In this case, the staff member could be required to self-quarantine at home for 14 days.○ If a staff member feels ill, he/she should personally contact their primary care physician or the Health Department and report their symptoms.• Staff members must immediately sanitize their hands upon entering the building.
<p><u>Mask & Symptom Information and Requirements</u></p>	<ul style="list-style-type: none">• Staff members have a professional responsibility to make accurate and timely reports about their health to the district’s superintendent. This is critical for the protection of all staff members, students, and the community.• Has the employee or student begun experiencing any of the following in a way that is NOT normal for them?<ul style="list-style-type: none">○ COVID-19 Symptoms Checklist:<ul style="list-style-type: none">▪ Feeling feverish or a measured temperature greater than or equal to 100.00 degrees Fahrenheit.▪ Loss of taste or smell▪ Cough

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff Fall 2020

	<ul style="list-style-type: none">▪ Difficulty breathing▪ Shortness of breath▪ Headache▪ Chills▪ Sore Throat▪ Shaking or exaggerated shivering▪ Significant muscle pain or ache▪ Diarrhea <ul style="list-style-type: none">• Failure to seek medical treatment or follow medical advice that impacts the health and well-being of others could result in consequences issued by the district.• Masks will be required. Masks MUST be worn in the hall, work room, office and in the classroom when social distancing is not in place.<ul style="list-style-type: none">○ Masks may be temporarily removed when an employee is in a classroom or personal office alone; when an employee is in the classroom and social distancing is effectively in place; when working with students outside and social distancing is in place.○ Modeling the expectation for wearing masks will be important. Regardless of your opinion on the use of masks, as a district, this will be the expectation and in order to ensure that our district works together effectively, staff members are expected to follow the mask requirements that are established. <p><i>***Masks could become mandatory at all times, dependent on the counties COVID-19 positive counts and executive orders from the Governor. Mask expectations are subject to change at any time. Consequences for noncompliance will be enforced. ***</i></p>
<p><u>Close Contact</u></p> <p>UPDATED 8-5-2020 per TEA guidance</p>	<p>This document refers to “close contact” with an individual who is lab-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 appropriate health agency. In general, close contact is defined as:</p> <ul style="list-style-type: none">○ Being directly exposed to infectious secretions (e.g., being coughed on; or○ Being within 6 feet for a cumulative duration of 15 minutes; 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, and case symptomology may affect this determination.

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff Fall 2020

	<p>If either occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset.</p> <p>In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.</p>
<u>Return to Work Guidelines</u>	<ul style="list-style-type: none">• In the case of an employee or student who was diagnosed with COVID-19, the individual may return to work when all three criteria below are met:<ol style="list-style-type: none">1. At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);2. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);3. and at least 10 days have passed since symptoms first appeared.○ In the case of an employee or student who has symptoms that could be COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual meets the same criteria listed above. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">○ If the employee or student has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.• An employee or student with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed to return to the building until the end of the 14-day self-quarantine period from the last date of exposure.
<u>Student Arrival at 7:40</u>	<ul style="list-style-type: none">• Students will be allowed into the building beginning at 7:40 am, following their temperature scans.<ul style="list-style-type: none">○ Teachers are expected to be at their door, greeting students and inviting them into their classroom.○ Teachers are expected to actively monitor students as they move in the hall into the classrooms.○ Students and teachers are required to wear their masks upon arrival.• Teachers cannot be in the workroom or other classrooms when students begin entering the building. In order to ensure that social distancing is occurring and that students are following the

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff Fall 2020

	<p>requirements, teachers MUST be actively monitoring, teaching and guiding the students.</p> <p><i>***The requirement for daily temperature scans may be adjusted after the first three weeks of school. Temperature scans for all students and employees will be required until it is determined that they are not needed daily.***</i></p>
<p><u>Classroom Procedures</u></p>	<ul style="list-style-type: none">• Prior to the start of each class, the teacher must wipe down each desk/area used with the provided disinfectant.• Before entering the classroom, the students must sanitize their hands with the hand sanitizer provided.• At the end of each class period, students must sanitize their hands with the hand sanitizer provided.• Students must enter the classroom with their masks on, covering their nose and mouth.• When the appropriate social distancing is enforced within the classroom, students may temporarily remove their masks during class. If the student needs to move from his/her desk, go into the hall, go to the restroom or if the teacher is moving around the classroom, masks must be worn. The only time a mask is NOT required is when all students are seated at their desks with the appropriate social distancing taking place.• Sign-in and sign-out forms must be utilized at all times. If a student leaves the classroom for any reason (other than whole group transitions), the student must sign-out, and indicate where he/she is going. Upon returning to the classroom, the student must sign back in. This is a requirement for contact tracing and to limit mobility within the school.• Students will not have access to lockers due to the close proximity and the gathering that it promotes. Students will take their backpacks to each class period. Textbooks should be shelved and kept in the classroom. If a student needs the textbook for an at-home assignment, the students should be allowed to check-out the book. It will be too difficult for students to carry all their textbooks in their backpacks, so it is important that you house these books for them.• Community classroom supplies will NOT be allowed. Students must have their own supplies. Please keep sharpened pencils available in your classroom for students. When a student does not have a pencil, you may provide them with a pencil; however, that pencil cannot be returned to the teacher for another student to use during another class period.• Classrooms will not be shared by other staff members, with the exception of room 205 which will be used for 7th grade Health, 7th grade TX History and English I. If a teacher or staff member

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff Fall 2020

	<p>needs to utilize a different classroom, approval from the administration is required.</p> <ul style="list-style-type: none">• When possible, staff members should open windows to improve air flow by allowing outside air to circulate in the building.• On the first day of school, teachers and staff MUST provide instruction to students on appropriate hygiene practices consistent with the mitigation practices adopted.
<u>Classroom Spacing</u>	<p>The district is moving teachers and staff to rooms that can accommodate the size of their student population. Because of the moves and accommodations that the district is making, each classroom should provide the recommended 6-foot distance between students.</p> <p>Most classrooms are furnished with desks, providing the students their own workspace.</p> <ul style="list-style-type: none">• Group work and collaborative assignments will not occur until the district receives additional guidance from the Texas Education Agency and/or CDC. While research indicates that group and collaborative work is one of the most effective teaching strategies, as a district we must focus on the health and safety of our students, staff and community.
<u>Outdoor Instruction</u>	<ul style="list-style-type: none">• When appropriate, teachers may teach a class or classes outside. If a teacher decides to teach outside, the front office must be notified of where the class will be held. The teacher must ensure that social distancing is occurring, if outside classes occur.• When exiting or returning to the building, you must exit or enter through the allocated doors only, as outlined in the school arrival directions and the map located in the appendix.
<u>Library</u>	<p><u>ELEMENTARY</u></p> <ul style="list-style-type: none">• Elementary students will continue to utilize the library as they have in previous years.• The tables, chairs and seating areas will be arranged to ensure that social distancing occurs.• Masks will only be required in the library when social distancing cannot occur.• Books, tables, bookmarks and computers will be disinfected throughout the day.• Community supplies will not be available for use in the library. <p><u>SECONDARY</u></p> <ul style="list-style-type: none">• Secondary students will have access to the library; however, whole classes will not be allowed to gather in the library.• The teachers will make arrangements with the library personnel to determine when students can go to the library and how many students they can accommodate during the requested time.

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff

Fall 2020

	<ul style="list-style-type: none">• Masks will be required in the library when social distancing can not occur.
Computer Lab and Chromebooks	<ul style="list-style-type: none">• All students in grades 3-12 will be assigned a Chromebook. The students will be allowed to take their devices home. The JH computer lab will be closed and will not be utilized for whole class lessons. What you would do in a computer lab can be completed with the Chromebooks in the classroom.<ul style="list-style-type: none">○ If a school closure where required, students would have their Chromebooks readily available for at-home learning.• The only classes that will take place in the JH computer lab will be Mr. Carrasco's assigned classes (5th, 6th and 8th grade).• The only classes that will take place in the HS computer lab will be Mrs. Garza's assigned classes.• Mrs. Roberts' students will utilize iPads for their "computer time." This will take place in her classroom.• Mrs. Harkins' students will utilize iPads and a few computers within the classroom for their "computer time." This will take place in her classroom.• Mrs. Lowrance's students will have Chromebooks, allowing them to complete their "computer time" within their classroom.
Nurse Visits	<ul style="list-style-type: none">• There will be students who will need to visit the nurse for issues not related to COVID-19. Before sending a student to the nurse's office, you will be required to call the nurse to ensure that she is available. We must limit the number of students within the nurse's office. We must also ensure that any student in the office who might be experiencing COVID-19 symptoms is isolated.<ul style="list-style-type: none">○ For elementary students (PreK-4), the nurse will be making daily rounds to the different rooms to offer medical support. If a student needs to visit with the nurse during the day, please contact her and she will either visit the student in the hall outside your classroom or request that the student be sent to her office.○ Secondary students (5-12) will not be allowed to just "drop by" the nurse's office. If a student is ill, they will

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff Fall 2020

	<p>be sent to the nurse’s office when she is available, after a teacher has contacted the nurse.</p> <ul style="list-style-type: none"> • When a student is sent to the nurse’s office, the student must wear his/her mask. • A log will be kept by the nurse, of all students seen and the symptoms experienced by the student. These detailed logs will assist with any contact tracing that might be required.
<u>Grading Policy</u>	<ul style="list-style-type: none"> • The grading policy that was adopted and in place prior to the school closure will be the grading policy that will be followed during the 2020-2021 school year. The grading policy will NOT be modified.
<u>Homeroom</u>	<ul style="list-style-type: none"> • Homeroom has been temporarily removed from the schedule. The class periods have been extended to accommodate this change. <ul style="list-style-type: none"> ○ 1st 7:55 – 8:50 ○ Break 8:53 – 9:08 ○ 2nd 9:11 – 10:06 ○ 3rd 10:09 – 11:04 ○ 4th 11:07 – 12:00 ○ Lunch 12:00 – 12:40 ○ 5th 12:43 – 1:38 ○ 6th 1:41 – 2:34 ○ 7th 2:37 – 3:25
<u>Break/Breakfast</u>	<p><u>SECONDARY STUDENTS (7-12)</u></p> <ul style="list-style-type: none"> • At the end of 1st period, the students will report to the HS foyer if they are going to purchase breakfast. (Masks MUST be worn.) • After students purchase breakfast, the students will report to their 2nd period class where they will eat their breakfast prior to the start of the class period. • Students will NOT be allowed to eat in the foyer or “hang-out” in the foyer. During break they either immediately report to 2nd period or they purchase their breakfast and then report to their 2nd period class. <p><u>ELEMENTARY STUDENTS (PreK-6th)</u></p> <ul style="list-style-type: none"> • Upon arriving at school, elementary students, grades PreK-6, will receive their breakfast. The students will eat their breakfast in their classroom prior to the start of the school day.
<u>Lunch/Recess</u>	<p><u>LUNCH</u></p> <ul style="list-style-type: none"> • Due to the district’s limited spacing and the recommendations provided by the CDC regarding lunch periods, ALL students will be required to go home for lunch, with the exception of the following students: <ul style="list-style-type: none"> ○ Students whose primary residence in at a ranch. ○ Students who require busing to and from their residence.

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff Fall 2020

	<p>All other students are required to go home for lunch.</p> <p>While we understand that this may be an inconvenience for some families, this is a measure the district is putting into place to reduce the potential for the virus to spread.</p> <p><u>RECESS</u></p> <ul style="list-style-type: none">• Elementary students will NOT participate in recess at this time. This decision is based on the limited recess space, limited personnel and the unstructured environment that recess presents. The students will have a structured PE time that will allow them to run, play and exercise.
<u>Snacks/Parties/Etc.</u>	<ul style="list-style-type: none">• Due to the restrictions in place for shared food, the following will NOT be allowed:<ul style="list-style-type: none">○ School Parties○ Birthday cupcakes/treats○ Snack time• For PreK and Kindergarten ONLY- Snack time can only occur when a student brings his/her own snack. If a student does not bring his/her own snack, the student will be unable to participate in snack time for that day.
<u>Water Fountains</u>	<ul style="list-style-type: none">• All water fountains will be turned off and will not be in use.• Students should bring a clear water bottle if they wish to have water throughout the day.<ul style="list-style-type: none">○ Yeti tumblers or any other containers that is not clear will not be permitted for students.
<u>Student Dismissal</u>	<ul style="list-style-type: none">• Students will be dismissed at 3:25 each day.• PreK and Kindergarten students will be picked up at the Bank Hall.• 1st – 6th grade students will be picked-up along Hackberry, entrance/exit 1 on the map located in the appendix.• 7th – 12th grade students should be picked-up at the field house or gym, depending on their sport. Students not in athletics should be picked-up at entrance/exit 3, along 2nd Street.
<u>Visitors</u>	<ul style="list-style-type: none">• Visitors will only be allowed in the building with a mask.• Visitors will be limited to the front foyer and the main school office.• Visitors will not be allowed into the classrooms, library, hallways, or other areas where students and staff are located.• All parent-teacher conferences will occur via video conferencing or phone calls until further notice. <p><i>***Adjustments to the visitors' temporary policy will be made to accommodate the adjustments that must be made due to the pandemic and future executive orders</i></p>

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff

Fall 2020

	<i>issued by the Governor.***</i>
<u>Faculty Meetings and Training</u>	<ul style="list-style-type: none">• When available and appropriate, faculty meetings and training will take place via Zoom and/or Google Meets.<ul style="list-style-type: none">○ When virtual meetings and trainings are required, all staff members must have their cameras on. It is important that the presenter sees the participants and that the audience is attentive at all times.• When unavailable or inappropriate, faculty meetings and training will take place in the library with social distancing and the mask requirements in place.

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures- Staff Fall 2020

APPENDIX – School Map

Sanderson Schools - Entrance and Exit Map

