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RETURN
STRONG



JULY 7, 2021

HOUSTON INDEPENDENT SCHOOL DISTRICT

Information and requirements subject to change based on recommendations from CDC and health officials





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INTRODUCTION

As we all continue to navigate the ongoing COVID-19 pandemic, the Houston Independent School District remains committed to two primary goals — providing a high-quality education for all students and ensuring the safety of both our students and staff.

To meet this challenge head on, HISD gathered feedback from more than 73,000 parents and teachers and established two working groups made up of more than 100 key employees, educators, parents, community members, and healthcare officials.

Communicable Disease Plan Task Force

- Made up of 72 key educators, employees, parents, community members, and health officials
- Reviewed guidance from local, state, and federal health and education officials and feedback from parent and teacher surveys
- Developed the Communicable Disease Plan, which establishes operational and logistical procedures that prioritize and emphasize health and safety

Instructional Continuity Plan Committee

- Made up of 56 key educators, parents, and district staff
- Developed Instructional Continuity Plan for students engaged in virtual learning, whether for the full year or as a result of possible rolling closures
 - Establishes instructional design guidelines for effective online instruction and support structures for all district stakeholders
 - Outlines professional development for teachers, students, and parents
 - Aligns with Texas Education Agency guidelines

The working groups were charged with developing a reopening plan that prioritized health and safety and aligned with district strategic priorities:

- Transforming Educational Outcomes
- Ensuring Student Health, Safety and Well-Being
- Cultivating Team HISD Talent.
- Increasing Organizational Efficiency

The groups have worked diligently to identify ways HISD could return students and teachers to classrooms and employees to office workspaces while following public health guidelines and mitigating transmission of COVID-19.

This reopening plan outlines the instructional and operational protocols for all facets of the country's seventh-largest public-school system.

Because of changing conditions, this plan is considered a living document. HISD administrators will continually monitor health conditions and review procedures and protocols, making adjustments as needed to ensure compliance with public health guidelines and local, state, and federal law.



EMERGENCY CONSTRAINTS

The HISD Board of Education in April approved four Emergency Constraints to set specific operating conditions and expectations for the district during the COVID-19 pandemic. The Emergency Constraints directly address operating expectations while schools are physically closed but learning is ongoing.

- The superintendent will not operate without addressing the social and emotional needs of all students.
- The superintendent will not operate without addressing the health and safety needs of all students.
- The superintendent will not operate without engaging all students in learning.
- The superintendent will not operate without protecting the health and safety of employees.

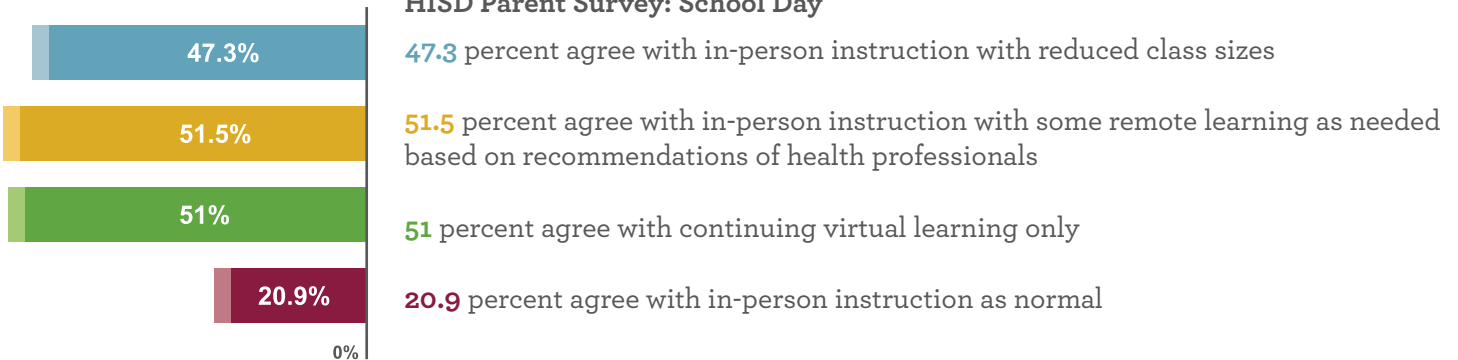
The Emergency Constraint Progress Measures consist of measurable targets regarding student and family engagement – both academic and non-academic – and address health, safety, technology needs, special education services, district communications, and personal protective equipment for employees.

The Emergency Progress Constraints and associated constraint measures provided critical data and informed our decision-making throughout the spring and for the reopening of schools this fall.

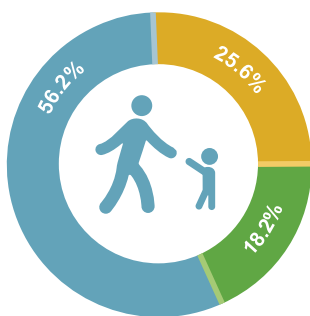
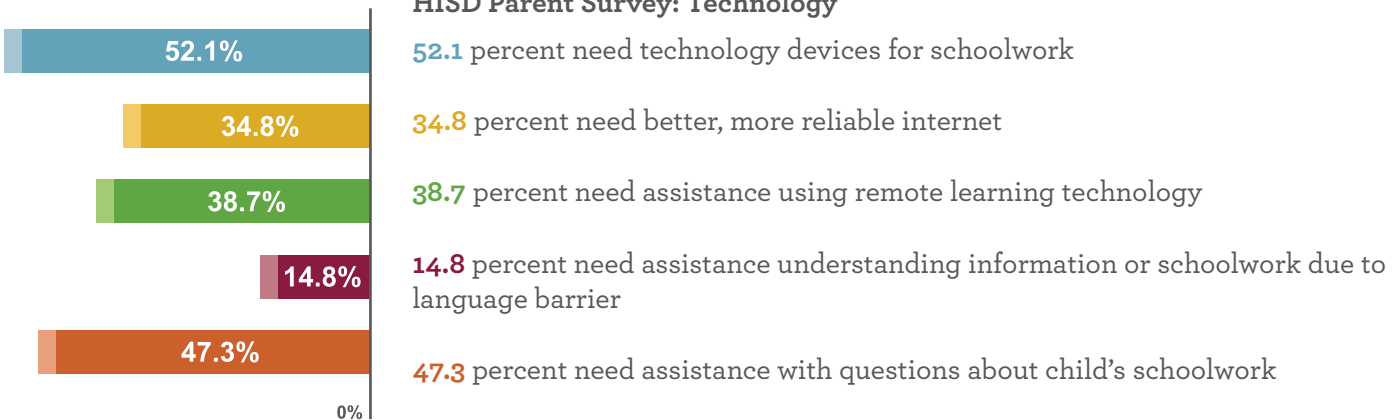
HOUSTON INDEPENDENT SCHOOL DISTRICT

Feedback was gathered through parent and teacher surveys. A total of 66,009 households completed the parent survey, which was conducted from May 21 to June 19. Another 7,371 teachers completed the teacher survey, which was conducted from June 18 to July 6.

HISD Parent Survey: School Day



HISD Parent Survey: Technology

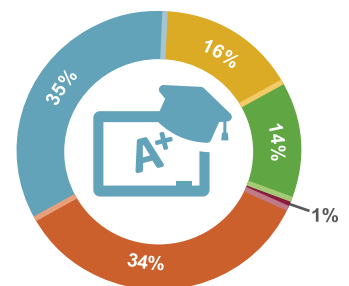


HISD Parent Survey: Schoolwork:

Is a caregiver available to help children with schoolwork?
 Yes: 56.2 percent No: 25.6 percent Unsure: 18.2 percent

HISD Teacher Survey: Instruction

35 percent more comfortable continuing with virtual instruction
 34 percent open to hybrid model but need more information regarding safety protocols
 16 percent open to hybrid model combining virtual and in-person instruction
 14 percent ready to return to classroom to support in-person instruction
 1 percent did not answer





2020–2021 REOPENING TIMELINE

Due to current public health conditions, HISD will offer virtual-only instruction for the first six weeks of school, which begins on Tuesday, Sept. 8, 2020. On Monday, Oct. 19, 2020, in-person instruction will become available, pending improvement in local public health conditions and guidance from local, state, and federal public health officials.

Families also may opt for virtual instruction for the entire semester or entire year. Parents who choose this option will be asked to complete the 2020-2021 Parent Introduction to Virtual Learning Online Course by Sept. 4. The course will be available on Aug. 10.



Monday, Aug. 24 – Friday, Sept. 4

- Teachers report virtually for professional development and in-service.

Tuesday, Sept. 8, 2020

- First day of school
- Virtual learning only for all students for first six weeks, which runs through Friday, Oct. 16.

Monday, Oct. 19, 2020

- In-person learning becomes available (dependent upon improved local conditions and guidance from public health officials)

Friday, Jan. 29, 2021

- Last day of first semester

Monday, Feb. 1, 2021

- First day of second semester

Friday, June 11, 2021

- Last day of school for students

Monday, June 14, 2021

- Last day of school for teachers

Virtual Learning

- Families may opt for virtual learning for entire first semester or entire year
- Parents may opt-in or opt-out of virtual learning at the start of each six-week grading period



VIRTUAL LEARNING

Student Expectations

Students are expected to complete assigned learning activities each day, showing proof of participation in daily virtual instruction by satisfactorily engaging with assigned learning activities and completing assignments in the HUB.

Teachers will measure student progress based on completed and submitted assignments. Parents and students should communicate with the teacher when in need of additional learning support.

Student Attendance and Grading

Students who engage in learning activities via the HUB or Microsoft Teams and submit required assignments are considered “present” and will not be marked absent. Students must attend at least 90 percent of their classes to receive credit and be promoted.

Attendance Policy

To be considered “present” and not be marked absent, students must meet one or more of the following daily learning requirements:

- Participate in the HUB and complete independent reading or work assignments.
- Interact with teacher virtually via Teams as part of live or small group instruction.
- Complete and submit assignments via the HUB. When unable to submit via the HUB, students can submit assignments via emails, photos, phone conferences, or other forms of documentation.

Students who have not met at least one of these requirements by the times listed below will be marked absent.

- Elementary Schools - 2:30 p.m.
- Middle & K-8 Schools – 3:30 p.m.
- High Schools – 3:30 p.m.

The absence can be resolved if the student completes one of the three requirements by 11:59 p.m. on that same day.

Grading Policy

- Grades will be taken during each grading cycle of the 2020-2021 school year.
- All cycle grades will be used in the calculation of the final average for any class.
- Final exams will be administered for all high school credit courses.
- Teachers will record grades, which will be available for parents and students to access through the HISD Connect Parent Portal (log-in information provided by campus).

Teachers will receive support and guidance on effective grading practices to ensure consistency in grading for both virtual and in-person students.

- Teachers will use existing district support systems to track student data, measure academic progress, and determine the need for additional instructional supports and interventions.
- Dual Credit and Dual Enrollment courses will be subject to the grading policies of the Institution of Higher Education issuing the college credit.

To better support students and parents, students will be offered training on utilizing district resources, and parents will be offered training on how to best support their students as they navigate and utilize district resources.

Special Populations Support and Services

Students receiving special populations services will continue to receive technology, services, accommodations, and modifications required by the student’s IEP and Section 504.

- ARD Committees will continue to meet to determine the unique needs of students who receive special education services.
- Parents will continue to attend ARD meetings virtually and will receive digital copies of their student's IEP.
- Parents of students served by specialized special education programs will receive individualized support from a special education case manager to ensure their student's needs are met.
- Children with disabilities have individualized health plans to address and accommodate their needs. The plans are a standard district procedure that have been revised and updated due to any new needs that needed to be address as a result of the pandemic. Additionally, a PSI is assigned to children with disabilities that require nursing care for medical needs.
- Parents of Gifted and Talented students will continue to attend virtual GT Meetings and communicate with campus GT coordinators for GT services.

Socioemotional Support

The Social-Emotional Learning department will offer webinars in English and in Spanish for students, staff, and families focused on maintaining social and emotional health. Session topics include mindfulness, stress management, and the warning signs of depression and anxiety. Additionally, a mental health hotline will continue to be accessible to HISD students and families.

Professional development also will be offered to school staff to ensure teachers and school leaders are better equipped to support students in crisis. Campus-based counselors, social workers, and wraparound specialist will continue to perform outreach to students and families.

Postsecondary Support

The College and Career Advising Department will host virtual webinars throughout the year on topics

pertinent to college and career exploration and planning.

Counselors will continue to reach out directly to students and families to assist them through postsecondary planning, including financial aid applications and effective management of the postsecondary transition. Virtual college tours will provide students with exposure to postsecondary options.

Additionally, monthly training also will be provided to campus-based staff to ensure they are able to support postsecondary preparation and readiness.

Enrollment

New student enrollment will continue to be handled at the campus level. Parents should reach out directly to schools where they want to enroll their children if they need assistance.

- Parents can find their zoned school and its contact information at [Houstonisd.org/ findaschool](https://Houstonisd.org/findaschool).
- Parents who are new to HISD and interested in enrolling their children in a magnet or choice program may apply for programs that have space available. Visit chooseHISD.com, email schoolchoice@HoustonISD.org, or call 713-556-6734 for more information or to request assistance.
- Spots are still available for prekindergarten. Specific availability is available at chooseHISD.com. Parents should contact and apply directly with the schools in which they are interested.

Most HISD campuses currently require paper-based enrollment forms, but the district is exploring ways to digitize completion and submission of the district's electronic enrollment packet. Parents can continue to submit enrollment forms and documentation, but requests will not be processed until after Aug. 3, 2020, as the enrollment system is currently down for maintenance.



IN-PERSON LEARNING

Before buildings reopen, employees, parents, students, and community members will be notified about and undergo training in new safety and screening protocols. Protocols include requiring all HISD

employees, students, visitors, and vendors to undergo daily screenings, wash or sanitize hands regularly, and practice physical distancing. Masks are strongly encouraged but not required.



ENTRY SCREENING PROTOCOLS

Students

Upon arrival at school, all students will undergo daily temperature screenings conducted by location-based Wellness Teams at designated entry points, where signage detailing COVID-19 symptoms will be posted for reference.

CAMPUS/BUILDING ENROLLMENT	WELLNESS TEAM MEMBERS	THERMOMETERS REQUIRED
500 or less	5	5
1,000 or less	10	10
2,000 or less	15	15
2,001 or more	25	25

Additionally, all students and parents must self-monitor for COVID-19 symptoms, check temperatures before coming to any district school or building and stay home when sick.

School Procedures

- Schools will establish staggered, no-contact pick-up and drop-off times, requiring students to get in and out of cars independently and preventing parents from walking students into the building.
- Families will be encouraged to assign one person who is not high risk to consistently pick-up and drop-off their student each day.
- Schools will no longer incentivize perfect attendance.

Employees

All employees will undergo daily online self-screening via a designated health screening app prior to arrival at their assigned work location. Employees will be required to download the app, conduct daily self-screening (including temperature checks), and report findings, following all instructions as outlined in the health screening app.

Supervisors will review daily compliance reports sent each morning to ensure all employees have completed their health screening.

Employees must stay home if sick, and self-monitor for symptoms throughout the workday, promptly reporting any changes in condition to their supervisor.

Visitors and Vendors

All visitors and vendors will undergo daily screenings conducted by location-based Wellness Teams at designated entry points, where signage detailing COVID-19 symptoms will be posted for reference.

- All will be asked if they are experiencing any symptoms. Those who respond 'yes' will be isolated, sent home, and referred to medical care, if needed. Those who respond 'no' will be forwarded to temperature screening.
- All who are not experiencing symptoms and meet temperature screening standards (under 100 degrees) will be allowed entry.

All visitors, and vendors must self-monitor for COVID-19 symptoms, check their temperature before coming to any district school or building, and stay home when sick.

Visitation Procedures

- Visitation will be limited to essential visitors who have previously scheduled appointments. Visitors are strongly encouraged to wear masks when inside an HISD school or building.
- Non-essential visitors, including those registered through the HISD VIPS process, should utilize virtual meetings, when possible. Lunch visits are prohibited.
- Non-essential deliveries — such as food, personal items, homework, musical instruments — are prohibited.

**PHYSICAL DISTANCING PROTOCOLS**

Physical distancing will be required in all HISD schools and buildings, with all students and staff required to remain 6 feet apart whenever possible. This applies to all areas, including classrooms, offices, restrooms, hallways, cafeterias, copy rooms, breakrooms, gyms, libraries, meetings, dismissal lines, buses, lockers, recess, and athletics.

- Classrooms and office spaces will be reconfigured to ensure 6 feet of space between desks, when possible.
- Physical distancing signage and floor markers will be installed throughout schools and buildings as a reminder.
- Student movement throughout the campus will be minimized as much as possible to reduce contacts.
- Students and staff will be encouraged to use no-touch greetings.

Breakrooms and copy rooms are limited to three people and employees are prohibited from loitering in these areas and required to sanitize their hands upon entry and exit.

Elevator capacity also will be limited to ensure physical distancing can be maintained.

All meetings should be held virtually unless a face-to-face meeting is absolutely required. In such cases, the meetings must be held in designated conference rooms and scheduled in advance. Participation must be limited to essential attendees, all of whom must adhere to physical distancing and maintain 6 feet of distance whenever possible. Conference rooms should not be used for any other purpose.

Cubicle work spaces may not be shared and offices may only be shared if employees can maintain 6 feet of distance between each other.





PERSONAL PROTECTIVE EQUIPMENT PROTOCOLS

All students, employees, visitors, and vendors are strongly encouraged to wear masks that cover both their nose and mouth throughout the school day, during before and after school activities, and while in district schools and facilities.

- Masks will be provided to students, employees, and visitors upon request. Acceptable masks include both district-issued disposable masks and personal, reusable masks.
- Personal reusable masks must comply with the HISD Dress Code and not be inappropriate or derogatory in nature.
- Mask guidelines — including proper mask use and handling — will be communicated to parents, students, and employees, and schools will set aside instructional time to train students.
- Campus and building administrators have the discretion to require students and employees wear a district-provided mask if appropriate.



HYGIENE PROTOCOLS

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.

- All individuals must routinely wash and sanitize their hands using either soap or hand sanitizer containing at least 60 percent alcohol.
- Hands must be washed for at least 20 seconds.
- Hands must be thoroughly washed or sanitized after each visit to the restroom and prior to eating.
- Students and staff must cover coughs and sneezes with tissues, throw used tissues in the trash, and then wash hands immediately with soap and water for at least 20 seconds.

Students and employees are prohibited from sharing materials, supplies, equipment and other items, unless absolutely necessary. This includes pencils, markers, books, dictionaries, library books, scissors, and other supplies. If sharing is absolutely required, items must be sanitized by both the recipient and lender. In classrooms, teachers must ensure all shared items are sanitized between uses.



CLEANING AND DISINFECTION PROTOCOLS

Facilities, Maintenance, and Operations employees will follow the Centers for Disease Control and Prevention guidelines regarding the cleaning, sanitization, and disinfection of all district facilities.

High-touch areas — such as restrooms, main offices, early childhood classrooms, and employee sign-in/sign-out areas — will be cleaned and sanitized hourly.

Additionally, all district buildings are disinfected each day as a precautionary measure using electrostatic sprayers that use static cling to kill germs on contact.

All schools and offices will be provided with enough hand soap, paper towels, tissues, hand sanitizer, and disinfectant to accommodate frequent cleaning of high touch areas, and stock will be replenished regularly or upon request.

Air ventilation systems in schools and district buildings will be inspected regularly with any needed repairs made immediately to ensure proper functioning. Filters also will be replaced regularly using the highest grade filter allowable for each system.

Additionally, outdoor air circulation will be increased as much as is possible.



INFECTION PROTOCOLS

Isolation areas will be established for students and adults who experience COVID-19 symptoms while at school or work. These isolation rooms must be supervised whenever possible, always stocked with masks and hand sanitizer, and thoroughly cleaned each day.

Should a student or employee become ill while at an HISD school or building, administrators will follow the protocols outlined in the Health and Medical Services Procedural Guideline for Exposure, Suspected, or Confirmed Positive COVID-19 Students, Employees, and Visitors (see appendix).

- Immediately notify school nurse (for students) or department supervisor (for employees) to report exposure, suspected, or confirmed positive COVID-19.

- Require School Nurse to contact student/employee to investigate, COVID-19 Case Reporting eForm, and submit to Health and Medical Services Nurse Manager.
- Require department supervisor to contact Health and Medical Services director or school nurse manager and provide employee's name, date of birth, and contact information.

Since January 2021, HISD has partnered with community organizations, pharmacies, and the City of Houston to provide vaccines to employees and students. Efforts include going into communities where employees and students reside to boost accessibility and providing on site vaccine clinics at district campuses.



CLOSURE PROTOCOLS

HISD's Health and Medical Services will determine the need for campus closure in consultation with the Houston Health Department. This decision will be based on all the evidence and totality of circumstances, in alignment with the Centers for Disease Control and Prevention guidance, and on a case-by-case basis.

Campus administrators will provide a virtual learning action plan should the school need to close. Plans will include student technology provisions, ongoing parent communication, teacher training, and special procedures for special needs students.

The HUB and Microsoft Teams will be the adopted districtwide as the primary platforms used at all

campuses to minimize the overall number of technology platforms used and avoid confusion for families and students. The HUB will be used to deliver instructional content while Teams will be used for video and audio calls. Virtual information sessions will be held to help parents and students understand the platforms before school starts.

Should a school or building need to close due to COVID-19 exposure, HISD Facilities, Maintenance, and Operations will determine the deep cleaning and sanitization timeline based on school size.



CAMPUS PROTOCOLS

When possible, classrooms should be reconfigured to ensure at least 6 feet of space between desks. Students and staff must maintain six feet of distance from each other at all times throughout the day. Students may have staggered schedules and alternate between in-person and virtual learning to accommodate physical distancing. Student assemblies will be held virtually.

- Schools must secure current parent contact information and language preferences before school starts to better facilitate communication.
- Campus-based employees and students must follow infection and high-touch area protocols.
- Teachers will assist with cleaning of classrooms between classes and equipment between uses.

- Students may not share any personal belongings, equipment, or other items, including computers, instruments, water bottles, costumes, or uniforms.
- Plastic wrap will be used to cover keyboards and other shared equipment.
- Plexiglass sneeze guards will be installed, as needed, at front desk reception areas and shared workspaces.

Restroom Protocols

Restroom breaks will be scheduled throughout the school day and physical distancing will be controlled and monitored in restrooms. Because they are considered a high-touch area, restrooms will be cleaned hourly.

Playground Protocols

Playgrounds are open and recess is permitted. Mask are encouraged outside when physical distance can't be maintained.

Accommodations for Special Populations

Children with disabilities have individualized health plans to address and accommodate their needs. The plans are a standard district procedure that have been revised and updated due to any new needs that needed to be address as a result of the pandemic. Additionally, a PSI is assigned to children with disabilities that require nursing care for medical needs.



EMERGENCY DRILL PROTOCOLS

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

- Administration will assign each physical classroom to one of two groups (Red Group/Green Group) designated by a campus-printed sign at each classroom.
- An administrator will provide instructions via intercom prior to the drill, notifying staff and students that a drill is commencing and instructing one designated group to delay exiting their classroom for a specific period of time (60 to 90 seconds, as determined by the principal) to reduce pedestrian load in hallways and exit points. At the conclusion of the drill, the groups will stagger their re-entry to the building to maintain social distancing.
- After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
- In the event of an actual emergency, such as a fire, lockdown, evacuation, or a shelter in place, administration will emphasize that social distancing will not be required but should be followed when possible.



TECHNOLOGY PROTOCOLS

The district remains committed to assisting all students in need of technology and will continue to work diligently to ensure all students remain engaged as we begin virtual learning in August.

HISD purchased 95,000 additional devices and 40,000 internet hot spots for students, and the district will continue to provide students with technology, such as laptops, Chromebooks, iPads, and internet hot spots. Additionally, all HISD high school students will continue to receive laptops through the PowerUp program.

Families that are in need of a laptop or a hot spot and have not yet received one from HISD should contact their school principal and notify them of technology needs.

Additionally, HISD will continue to support parents through the HISD @ H.O.M.E online platform, hotline and service desk.

- HISD @ H.O.M.E. online platform provides additional resources for parent support.
 - Web: HoustonISD.org/HOME
- HISD @ H.O.M.E. Hotline provides academic support to parents and students with questions about virtual learning.
 - Phone: 713-556-INFO
- HISD Service Desk provides technology support to HISD employees and families.
 - Phone: 713 892-7378
 - Email: servicedesk@HoustonISD.org



EXTRACURRICULAR PROTOCOLS

Extracurricular activities will follow the same safety protocols employed on campuses during the school day, with school-based extracurricular activities resuming when in-person instruction begins.

Student assemblies, outdoor activities, and field lessons will be postponed or held virtually until it is deemed safe for them to resume in person. In the meantime, staff from museums and cultural centers will be recruited to deliver programming directly to students and virtual visits will be scheduled with college and industry sites.



ATHLETICS PROTOCOLS

HISD Athletics will tentatively schedule games for the fall, but plans may be adjusted as COVID-19 conditions change.

Coaches and student athletes will undergo entry screening in alignment with district screening protocols at all practices, sub-varsity games, and games played in district facilities. Coaches and student athletes are strongly encouraged to wear masks when not actively exercising. Additionally, physical distancing is required on sidelines and during all outdoor sports drills.

Varsity games will be held in district stadiums with a limited number of fans permitted to ensure physical distancing. Band, dance and cheer teams may participate, but attendance will be limited for band and cheer teams. Stadiums will be cleaned before, during, and after games.

Fans must undergo standard district entry screening for students and visitors. Additionally, fans must self-monitor for symptoms, check their temperatures before coming to a district stadium, and stay home when sick.

All sub varsity games will be held on campus with no fans permitted.



STUDENT MEALS PROTOCOLS

Nutrition Services will provide individually wrapped student meals in classrooms, cafeterias, and outdoor areas to all students enrolled in in-person learning. All competitive food sales — including food sold by schools, parent groups, booster clubs, and outside vendors — will be prohibited until normal operations resume.

Curbside meals will continue to be available for students who are between the ages of 1 and 18 and not engaged in in-person learning. Children must either be present in the car for pickup or families must bring

a birth certificate or proof of enrollment – student ID, report card, etc. – in any school district for each child needing meals.

For both groups, the department will continue to accommodate student health, medical, and special dietary needs, as well as allergy concerns.



SCHOOL BUS PROTOCOLS

Because physical distancing drastically reduces bus capacity, only special education, homeless, elementary, and specialty school students will be transported when in-person instruction resumes. Service also may be provided to some students in middle school or who live along high-risk routes if resources are available.

- Bus capacity will be limited to 26 students, with one student per seat required to sit by the window.
- Students and drivers are strongly encouraged to wear masks.
- Upon boarding, students must sanitize their hands, scan their bus badge
- Seats must be filled from back to front and emptied from front to back to minimize contact.
- Four-to-six bus windows will be down whenever possible for air circulation.

- Routes will be modified through the creation of additional or shorter routes to accommodate physical distancing protocols.

Transportation Services will enhance cleaning protocols and implement physical distancing for all buses and buildings.

- Buses will be undergo daily cleaning and sanitization at the conclusion of each run and after drop-off at each campus and weekly deep cleaning and disinfection.
- All buses will be equipped with supplies, including personal protective equipment, disinfectant, towels, and first aid supplies.



COMMUNICATIONS

HISD is committed to educating parents, students, staff, and stakeholders about the HISD 2020-2021 Reopening Plan in advance of the start of the upcoming school year. The plan will be translated into Spanish, Arabic, and Vietnamese and distributed using a variety of communications channels.

- Emails and phone messages
- Blog posts
- Websites
- Community and staff meetings
- Social media
- News media
- Parent guides
- Principal toolkits

The Reopening Plan and all associated information will be available on the district's dedicated Reopening Page: HoustonISD.org/Reopening



COVID GAUGE

The COVID Gauge is designed to give parents, students, staff, and stakeholders a visual indicator of the current public health status of both the district as a whole and individual campuses. These gauges will be posted on school and district websites and updated in real time, providing quick and easy access to the latest conditions.



COVID GAUGE LEVEL 4: GREEN - MINIMAL RISK

Resume Normal Operations: School open with little to no need for physical distancing

Green signifies a minimum and controlled level of COVID-19 in the community as determined by local health officials. Authorities advising residents to resume normal contact with others unless they've been exposed to the virus or are sick with the virus.



COVID GAUGE LEVEL 3: YELLOW - MODERATE RISK

Stay Vigilant: School open with moderate need for physical distancing

Yellow signifies a moderate but controlled level of COVID-19 in the community as determined by local health officials. Authorities advising residents to remain vigilant but resume activities and contact with others using physical distancing when possible.



COVID GAUGE LEVEL 2: ORANGE - SIGNIFICANT RISK

Minimize Contacts: Rolling school closures with required physical distancing

Orange signifies a significant and uncontrolled level of COVID-19 in the community as determined by local health officials. Authorities advising residents to minimize contact with others, avoid medium or large gatherings, and only visit places following public health guidelines.



COVID GAUGE LEVEL 1: RED - SEVERE RISK

Stay Home, Learn & Work Safe: School closures with required virtual learning

Red signifies a severe and uncontrolled level of COVID-19 in the community as determined by local health officials. Authorities advising residents to minimize contact with others and avoid leaving home except for the most essential needs.

COVID-19 Questionnaire Sign In

Date: _____

All staff and visitors are encouraged to wear a mask on HUSD property
Any obvious signs of illness: (Pallor, redness of cheeks/face, continuous coughing, Shortness of Breath, and Temperature $\geq 100.0^{\circ}\text{F}$ or 37.7°C . degrees)
 (Deny Entry if ill, have fever or other symptoms are present)

[illegible]



Procedural Guidelines for Exposure, Suspected or Confirmed Positive COVID-19 Students, Employees and Visitors

This guideline will help streamline the process of reporting exposed, suspected, or confirmed positive COVID-19 cases to Houston Independent School District's (HISD) Health and Medical Services Department (HMS). This guideline has been aligned with the Centers for Disease Control and Prevention recommendations and based on what is currently known about COVID-19 as well as input from local public health authorities. Information is subject to change as additional information becomes available. HISD operates under an abundance of caution in order to help slow the spread of this communicable disease. Remember the information gathered in the COVID-19 Case Report process is confidential and must be handled as such.

HISD students/employees must notify the School Nurse and/or Department Supervisor immediately to report exposure, suspected or confirmed positive COVID-19.

1. The School Nurse will contact the student/employee to investigate, complete the COVID-19 Case Reporting eForm, which will automatically notify the Nurse Manager, Facilities Management, Area Superintendent and Principal. The Case Reporting Dashboard and eForm is linked from the HMS SharePoint site. For schools without a School Nurse, the Principal will complete the COVID-19 Case Reporting eForm in collaboration with the HMS Nurse Manager.
2. In other non-school areas, the Department Supervisors/Managers will complete the COVID-19 Case Reporting eForm in collaboration with the HMS COVID Nurse Manager.

Symptoms of COVID-19:

- Feeling feverish or a measured temperature greater than or equal to 100.0°F
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Students/Employees must quarantine at home if any of the following applies:

- Live with someone who is COVID-19 positive or presumed COVID-19 positive.
- Have fever $\geq 100.0^{\circ}\text{F}$.
- Display classic symptoms of COVID-19 (severe headache, cough, fever, diarrhea, loss of taste, loss of smell, severe fatigue, muscle aches). The individual should get tested for COVID-19 and provide results to School Nurse/Department Supervisor immediately upon receipt.
- Have a loss of taste or smell.
- Are confirmed positive for COVID-19.
- Have been notified to be a close contact of either a presumed or confirmed COVID-19 positive person. Close contact is defined as being within 6 feet of someone presumed or confirmed COVID-19 positive for a total of 15 minutes or more in a 24-hour period starting from 2 days before illness onset (or 2 days prior to test specimen collection for asymptomatic individuals), until the time the patient is isolated.

- Awaiting COVID-19 test results.

Quarantine/Isolation Timeframe:

1. Confirmed COVID-19 Positive Case with symptom(s): Self-isolate for 10 days after symptom(s) onset.
2. Confirmed COVID-19 Positive Case without symptoms: Self-isolate for 10 days after day of testing.
3. Presumed COVID-19 Case (individual having one or more COVID-19 symptoms): Self-isolate for 10 days after symptom(s) onset.
4. Exposed to a Confirmed Positive or Presumed COVID-19 Case (Close Contact): Quarantine for 10 days after the last exposure date to the Confirmed COVID-19 Positive or Presumed COVID-19 Case. See **Return to Work/School Criteria 4.b** for additional details on early return.
5. Individuals who have tested positive for COVID-19 within the past three (3) months and recovered, are not required to quarantine or get tested again as long as the individual has not developed new symptoms.
6. Individuals who have completed the COVID-19 vaccine series and are exposed to a presumed or confirmed positive COVID-19 individual between days 14 and 180 from completion of COVID vaccine date, do not need to quarantine as long as the vaccinated individual is not experiencing any symptoms. Proof of COVID-19 immunization needs to be provided to determine dates of immunity.

Return to Work/School Criteria:

1. Confirmed COVID-19 Positive Case with symptom(s): Completion of self-isolation of 10 days after onset of symptoms and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvements of other symptoms (excluding loss of taste or smell as these two symptoms may remain longer). To determine return to work/school day, count 10 days from the day of onset of symptoms. Day 11 is the return to work/school day.
2. Confirmed COVID-19 Positive Case with no symptoms: Completion of self-isolation of 10 days after day of testing. To determine return to work/school day, count 10 days from the day of the test. Day 11 is the return to work/school day.
3. Presumed COVID-19 Case (individual having one or more COVID-19 symptoms): Completion of self-isolation of 10 days after onset of symptoms and resolution of fever for at least 24 hours, without the use of fever-reducing medication, and with improvement of other symptoms (excluding loss of taste or smell as these two symptoms may remain longer). To determine return to work/school day, count 10 days from symptom onset. Day 11 is the return to work/school day.
 - a. Presumed COVID-19 Cases qualify for early return if the following documents are provided:
 - i. Negative COVID-19 test results after onset of symptoms
and
 - ii. Documentation from a physician/healthcare provider with a non-COVID-19 diagnosis and/or a return to work/school date.
 - b. Any close contacts quarantined solely on the basis of being exposed to a Presumed COVID-19 case, are eligible for early return once the presumed positive person is cleared based on

the guidelines listed above (3.a.i and 3.a.ii).

4. Exposed to a Confirmed Positive or Presumed Positive COVID-19 case:
 - a. 10 Days: Completion of quarantine of 10 days after the last date the exposed individual had close contact with the confirmed COVID-19 positive or presumed COVID-19 positive individual. To determine return to work/school day, count 10 days from date of last exposure. Day 11 is the return to work/school day.
 - b. 7 Days: Exposed individuals who are not having any COVID-19 symptoms qualify for a 7-day quarantine period if the exposed individual obtains a negative COVID-19 test result taken five (5) days after last exposure date and continues with no symptoms. To determine return to work/school day, count 7 days from last exposure date. Day 8 is the return to work/school day.
 - c. If the confirmed COVID-19 positive or presumed COVID-19 positive individual resides in the same household as the exposed individual and complete self-isolation is not possible, the exposed individual's quarantine period starts after the completion of the confirmed COVID-19 positive or presumed COVID-19 positive individual's isolation time has ended.
 - d. Exposed individuals, regardless of quarantine time, should continue to watch for symptoms until 14 days have passed after the last exposure date with the affected individual. If the exposed individual develops any symptoms within these 14 days, the exposed individual must self-isolate and contact the school nurse/supervisor or healthcare provider.

COVID-19 Vaccines:

1. Employees experiencing COVID-19 related symptoms, such as fever, fatigue, body aches, chills and/or headaches, after receiving a COVID-19 vaccine must check in with Axiom at the start of symptoms for assessment to determine quarantine timeframe. School Nurses and Principals to monitor Axiom Contagious Respiratory Illness Assessment (CRIA) reports daily for updates on the employee.
2. Students experiencing COVID-19 related symptoms, such as fever, fatigue, body aches, chills and/or headaches, after receiving a COVID-19 vaccine will quarantine for two (2) days after onset of symptoms and return to school on day three (3) after resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvements of other symptoms. Proof of COVID-19 immunization needs to be provided to the school to determine immunity. Students must check in with the school nurse before returning to school.
3. COVID-19 Case Reporting eForms do not need to be completed on individuals who are quarantined solely on the COVID-19 vaccine protocol of two (2) days after onset of symptoms and returning to school/work on day three (3) after resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvements of other symptoms. If post-vaccine quarantine timeframe is extended, the individual will be classified as "presumed COVID-19 positive" and the current presumed COVID-19 process applies, including quarantine time and completion of COVID-19 Reporting eForm.

Communication of Closures and Quarantine due to COVID-19:

1. The School Nurse communicates with the parents/employees who are identified as exposed/presumed/confirmed COVID-19 case within the same business day. The School Nurse distributes the appropriate letter to all affected individuals. Templates of the communication are maintained on the HMS SharePoint site. Confidentiality must be maintained.
2. The Principal communicates with the school community: Parents, Teachers and Staff about

- confirmed COVID-19 case within the same business day. Templates of the communication are maintained on the Principal Information Archive site. Confidentiality must be maintained.
3. The Principal communicates with the school community: Parents, Teachers and Staff about re-opening of school, as applicable. Templates of the communication are maintained on the Principal Information Archive site.

Cleaning Guidance from Facilities, Maintenance and Operations (FMO) Department

The cleaning and/or disinfecting of a building/school is determined by Facilities Maintenance and Operations (FMO) Department upon receipt of COVID-19 Case Report eForm. Campuses will be fogged nightly. Each Campus Plant Operation team will have sprayers and will incorporate the nightly fogging as a part of the custodial daily/nightly task. Cleaning/sanitizing will be a part of facilities' daily task.

HMS COVID Team Nurse Managers contact information:

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HOUSTON INDEPENDENT SCHOOL DISTRICT

4400 WEST 18TH STREET
HOUSTON, TX 77092
713.556.6000



NOTIFICATION OF POSITIVE/PRESUMED POSITIVE COVID-19 CASE

(Enter date)

Dear Houston ISD Parents/Guardians,

This letter is to notify you that an individual who tested positive or is presumed positive for COVID-19 was present at **(enter school name/building here)** on **(enter date)**. Due to privacy requirements, we will not release the name of the individual or any other identifying details. The affected individual is now self-isolating at home.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within six feet for a combined 15 minutes, regardless of whether the person with COVID-19 or the contact was wearing a mask or personal protective equipment). Houston ISD's Health and Medical Services department has begun a case investigation. We have contacted all individuals determined to be in close contact with the person with COVID-19 while on campus. These individuals who were identified as close contacts will remain off campus until the end of their quarantine period (10 days (effective 11/02/2020) after their last exposure to the person with COVID-19) to help decrease the spread of the virus. If you or the student have not received notice of close contact and the need to quarantine, then you were not identified as a close contact.

The symptoms of COVID-19 usually appear 2-14 days after exposure. Symptoms can vary from mild to severe, and how long they last differ for each person. Some people can test positive for the virus without ever having any symptoms. If you or the student begin experiencing any of these symptoms in a way that is not normal, please contact your healthcare provider or seek emergency medical attention.

COVID-19 symptoms:

- Feeling feverish or a measured temperature greater than or equal to 100.0° F
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Houston ISD's [Communicable Disease Plan \(CDP\)](#) details numerous health and safety protocols that have been implemented, such as daily self- screening for symptoms, frequent hand sanitizing, wearing of face masks, social distancing where feasible, installation of desk/table shields, and enhanced cleaning and sanitization of buildings. In addition, when an individual tests positive for COVID-19, affected areas will be deep cleaned and decontaminated and all individuals associated with the campus will be notified.

We do encourage you to get tested for COVID-19 five (5) days after initial symptoms and report the results to the school nurse. This information is confidential. Sharing the results will help us decrease the spread of the COVID-19 virus. To return to school/work before the quarantine period, the following must be submitted: A negative COVID-19 test taken five or more days from onset of symptoms and a Non-COVID-19 diagnosis from a physician. HISD employees can receive free testing at the HISD Employee Health Clinics. Staff and students can call City of Houston Health Department for testing locations at 832-393-4220 or visit their website at <https://houstonemergency.org/covid-19-testing/>

Houston ISD remains committed to a safe learning environment for all students and staff. If you have any questions or concerns, please contact Health and Medical Services Department at 713.556.7280.

**HOUSTON INDEPENDENT SCHOOL
DISTRICT
DR. GRENITA LATHAN, INTERIM**

