



# **HISD COMMUNICABLE DISEASE PLAN**

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**DEVELOPED BY HISD COMMUNICABLE DISEASE PLAN TASK FORCE**





# HISD COMMUNICABLE DISEASE PLAN

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# HISD COMMUNICABLE DISEASE PLAN

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## EXECUTIVE SUMMARY

## TASK FORCE MEMBERS

### EXECUTIVE COMMITTEE

Eugene Salazar, Chair .....	HISD Interim Chief Operations Officer
Julia Dimmitt .....	HISD Chief Human Resources Officer
Yolanda Rodriguez .....	HISD Chief Academic Officer
Catosha Woods .....	HISD Deputy General Counsel
Alexis Licata .....	HISD Business Logistics and Purchasing Officer
Alishia Jolivet .....	HISD Facilities, Maintenance, and Operations Officer
Lisa Blackmon-Jones .....	HISD Health and Medical Services Director

### COMMITTEE CHAIRS

Yolanda Rodriguez, HISD Chief Academic Officer .....	Campus-Based
Rick Cruz, HISD Chief Strategy and Innovation Officer .....	Extracurricular Activities – Student Groups
Andre' Walker, HISD Athletics Director .....	Extracurricular Activities – Athletics
Alishia Jolivet, HISD Facilities, Maintenance, And Operations Officer .....	Facilities Management
Betti Wiggins, HISD Nutrition Services Officer .....	Nutrition
John Wilcots, HISD Transportation Services General Manager .....	Transportation
Silvia Trinh, HISD Chief Of Staff .....	All Other Departments

### COMMITTEE MEMBERS — CAMPUS-BASED

Yolanda Rodriguez .....	HISD Chief Academic Officer
James McSwain .....	HISD West Area Superintendent
Stacy Taylor .....	HISD North Area Superintendent
Lisa Blackmon-Jones .....	HISD Health and Medical Services Director
Madison Taylor .....	West Briar Middle School Social Worker
Lara Hulin .....	Bellaire High School Social Worker
Katherine Stempel .....	Travis Elementary School Teacher
Ronith Epelbon Hochman .....	Briar Meadow Elementary School Teacher
Erica Lopez .....	Blackshear Elementary School Teacher
Judy Ricks .....	Deady Middle School Nurse
Johnny King .....	Elrod Elementary School Nurse
Myrna Sonia Garcia .....	Parker Elementary School Nurse
Chanthini Thomas .....	Bellaire High School Nurse
Mary Barraza .....	Durham Elementary School Nurse
Linda Moore .....	HISD Parent
Suja Rajan .....	HISD Parent

### COMMITTEE MEMBERS — EXTRACURRICULAR ACTIVITIES-STUDENT GROUPS

Rick Cruz .....	Chief Strategy and Innovation Officer, Chair
Catherine O'Brien .....	HCC Associate Vice Chancellor of College Readiness
Jonnelle Hollins .....	HISD Afterschool Programs Manager
Kevin Hattery .....	Boys & Girls Club Of Greater Houston President/CEO
Adeeb Barqawi .....	Prounitas Inc. President/CEO
Joshua Martin .....	Frost Elementary School Teacher
Meghan Grout .....	Burbank Middle School Teacher
Heather Golden .....	HISD Parent

**COMMITTEE MEMBERS — EXTRACURRICULAR ACTIVITIES-ATHLETICS**

Andre' Walker .....	HISD Athletics Director, Chair
Rosa Hernandez .....	Welch Middle School Principal
Susan Monaghan .....	Westbury High School Principal
Laurel Williams .....	Baylor College of Medicine Associate Professor
Twila Carter .....	Astros Foundation Executive Director
Sonia Rodriguez .....	North Houston Early College High School Teacher
Victoria Moore .....	Hartman Middle School Teacher
Jim Mabrey .....	HISD Parent

**COMMITTEE MEMBERS — FACILITIES MANAGEMENT**

Alishia Jolivette .....	HISD Facilities, Maintenance, and Operations Officer, Chair
Cesar Martinez .....	HISD Northwest Area Superintendent
Christina Reed .....	Baylor College Of Medicine Placenta Accreta Spectrum Care Team Operations Director, HISD Parent
David Terrell .....	Frost Elementary School Principal
Felecia German .....	HISD Educational Consultant
Barry Taylor .....	HISD Custodial Operations Senior Manager
Rebecca Busse .....	Bush Elementary School Teacher
Brittany Corprew .....	Patterson Dual Language & Literature Magnet School Teacher
Johnny King .....	Elrod Elementary School Nurse
Naomi Lofton .....	HISD Parent

**COMMITTEE MEMBERS — NUTRITION**

Betti Wiggins .....	HISD Nutrition Services Officer, Chair
Geovany Ponce .....	HISD East Area Superintendent
Gwendolyn Hunter .....	Pleasantville Elementary School Principal
Maria Solis .....	Farias Early Childhood Center Principal
Zeph Capo .....	Houston Federation Of Teachers President
Heather Kohn .....	HISD Nutrition Services Quality Assurance Manager
Kimberly Fletcher .....	Wisdom High School Teacher
Lisa Tauser .....	HISD Parent
Carla Tessman .....	HISD Parent

**COMMITTEE MEMBERS — TRANSPORTATION**

John Wilcots .....	HISD Transportation Services General Manager, Chair
Nicole Moore .....	South Area Superintendent
Ross McAlpine .....	Jordan Career Center Principal
Cesar Maldonado .....	HCC Chancellor
Cheryl Fulmer .....	River Oaks Elementary School Nurse, HISD Parent
Sonya Crawford .....	Coop Elementary School Teacher
Rebecca Hiatt .....	Baylor College of Medicine Biotech Academy at Rusk Teacher
Shreela Sharma .....	HISD Parent

## COMMITTEE MEMBERS — ALL OTHER DEPARTMENTS

Silvia Trinh .....	HISD Chief of Staff, Chair
Scott Gilhousen .....	HISD Chief Technology Information Officer
Rebecca Suárez .....	HISD Chief Communications Officer
Glenn Reed .....	HISD Chief Financial Officer
Patrick Porter .....	HISD Information Technology Director
Pete Lopez .....	HISD Police Department Chief
Mike Webster .....	HCC Workforce Instruction Association Vice Chancellor
Juliet Stipeche .....	City of Houston Mayor's Office of Educator Director
Raechelle Anglin-Kay .....	Cookies Place Healthcare Natural Medicine Specialist and Wellness Director and Home Experts of Kay Team Realty Team Lead/Agent Trainer

## EXECUTIVE SUMMARY

In May 2020, the Houston Independent School District established a Communicable Disease Plan Task Force — a working group made up of key employees, educators, parents, community members, and healthcare officials.

The 61-member task force was charged with reviewing guidance from local, state, and federal health and education officials, as well as feedback from HISD parent and teacher surveys, and then providing recommendations that prioritize health and safety.

The group worked diligently through June 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.

The HISD Communicable Disease Plan outlines its recommendations — as well as accompanying procedures, protocol, challenges, and needs — for all facets of the country's seventh-largest district. The information below provides a high-level summary of the plan.

The task force expects all procedures outlined in this document to be implemented upon reopening of district schools and buildings.

Because of changing conditions, this plan is considered a living document. The task force expects HISD administrators to 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.

### General Safety Protocols

Before buildings reopen, employees, students, and community members will be notified about and trained on new safety and screening protocols. New protocols include requiring all HISD employees, students, and visitors to undergo entry screenings, wear masks, wash hands regularly, and practice physical distancing.

The district will provide enough hand soap, paper towels, tissues, hand sanitizer, and disinfectant to accommodate frequent cleaning of high touch areas.

### Campus Management

Classrooms will be reconfigured to ensure at least 6 feet of space between desks. Students may have staggered schedules and alternate between in-person and virtual learning to accommodate physical distancing. Student assemblies will be held virtually.

All campus-based employees and students must follow infection and high-touch area protocols. Schools should limit visitors and assign a team to notify their communities of the updated visitation procedures.

Campuses must establish isolation areas for students and adults who become sick during the school day.



**Extracurricular Activities and Athletics**

Extracurricular activities will follow the same safety practices employed on school campuses during the school day. School-based extracurricular activities will resume when in-person instruction begins. Masks must be made available to and worn by students and teachers during all extracurricular activities.

Student sporting events are tentatively scheduled for the fall, but HISD Athletics will adjust plans as COVID-19 conditions change.

**Fine Arts**

Fine arts will require physical distancing and reorganize classrooms to ensure desks are spaced 6 feet apart. Students will not be allowed to share personal belongings, equipment, or other items, including computers, instruments, costumes, and uniforms.

**Facility Management**

Facilities, Maintenance, and Operations employees will follow the Centers for Disease Control and Prevention guidelines regarding the cleaning, sanitation, and disinfection of district facilities. FMO employees will adhere to physical distancing and sanitation guidelines regarding work orders, rentals, and building use.

**Student Meals**

Nutrition Services will provide breakfast, lunch, snack, and afterschool at-risk supper in classrooms for students engaged in in-person learning. Curbside meals will be available for students enrolled in virtual learning. Employees will continue to accommodate student health, medical, and special dietary needs, as well as allergy concerns.

Department employees will follow public health hygiene recommendations and enhance custodial cleaning and surface disinfection. Additionally, Hattie Mae's Café will reopen to customers in alignment with state-mandated health protocols.

**Bus Transportation**

Transportation Services will enhance cleaning protocols and implement physical distancing for all buses and buildings. Because physical distancing drastically reduces bus capacity, only special education and homeless students will be transported when in-person instruction resumes. Additionally, priority will be given to certain student populations based on the district's phased in return plan.

The department also will implement contingency plans for responding to student bus riders and bus drivers who develop a presumed or confirmed case of COVID-19. Touch time clocks will be phased out to eliminate additional high-risk surface contacts for employees.

**12-Month District Employees**

All non-campus, 12-month employees will return to normal operations in phases. Employees will receive prior to their return to work clear communication about phased timelines, as well as educational information and online training related to best practices for returning to office workspaces. Additionally, employees must follow public health hygiene recommendations and HISD procedures and protocols for building visitors and facility and district closures.



# HISD COMMUNICABLE DISEASE PLAN

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## CAMPUS-BASED

## CAMPUS-BASED

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Communicate to employees, students, families, and community members HISD's plan to safely return students and teachers to classrooms and employees to office workspaces in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

### ***Procedures & Actions***

#### **PROCEDURE: TRAIN STAFF, STUDENT, PARENTS, AND COMMUNITY MEMBERS ON SAFETY PROTOCOLS PRIOR TO RE-OPENING SCHOOLS**

1. Train campus staff on self-care protocols, as well as operational and instructional procedures for schools and classrooms.
2. Train student groups according to grade level.
3. Train parents and community member in varied languages and modalities because not all have access to digital tools.

#### **PROCEDURE: COMMUNICATE SUCCINCTLY TO ALL STAKEHOLDERS**

1. Begin with clear, inspirational messaging stressing HISD's commitment to continue providing quality education — whether it is virtually, in-person, or a combination of both.
2. Include standards, such as Board of Education Emergency Constraints, that HISD will prioritize.
3. Ensure campus-based messaging is aligned with district messaging and communicated directly from schools to their school communities.

#### **PROCEDURE: RETHINK INSTRUCTIONAL DELIVERY**

1. Provide families and staff options for instructional delivery and student-teacher interaction.
2. Minimize the risk of exposure for students who are more vulnerable to COVID-19 due to underlying conditions, such as diabetes, asthma, and pregnancy.
  - a. Offer virtual learning.
  - b. Identify isolated learning spaces.
3. Rethink employee roles if different instructional delivery options are implemented.
4. Establish clear protocols and expectations for students learning from home.
5. Communicate the need for technology access at home.

#### **PROCEDURE: PRIORITIZE STAFF AND STUDENT SAFETY**

1. Provide hand hygiene/sanitation stations at the entrance of all campuses and buildings.
2. Direct employees to consult the Americans with Disabilities Act Accommodations Review Committee to seek workplace accommodations.
3. Revise procedures as necessary based on public health guidelines.

## CAMPUS-BASED – EMPLOYEE RETURN

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Communicate to employees, students, families, and community members HISD's plan to safely return students and teachers to classrooms and employees to office workspaces in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

### ***Procedures & Actions***

#### **PROCEDURE: SCREEN ALL EMPLOYEES**

1. See Entry Screening section for detailed information.

#### **PROCEDURE: IMPLEMENT PHYSICAL DISTANCING**

1. Ensure all students and staff remain at least 6 feet apart in all areas.
2. Configure all shared campus spaces to ensure proper physical distancing.
  - a. Consider occupancy per square footage to ensure all individuals have 45 square feet of space.
  - b. Use larger areas as classrooms.
  - c. Reconfigure classrooms to ensure at least 6 feet of space between desks.
3. Require all campuses install physical distancing visual markers and directional signage.

#### **PROCEDURE: REQUIRE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT**

1. Require all employees to wear masks, including but not limited to food handlers, nurses, PSI nurses, and anyone handling health and medical needs.
2. Require gloves for employees tasked with handling large volumes of paperwork, such as during registration.

#### **PROCEDURE: ESTABLISH HIGH-TOUCH AREA SAFETY PROTOCOLS**

1. Identify high-touch areas.
  - a. Employee sign-in/sign-out areas
  - b. Main office
  - c. Early childhood classrooms
  - d. Restrooms
2. Require restrooms and other high-touch areas to be cleaned hourly.

## CAMPUS-BASED – STUDENT RETURN

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

## ***Plan Summary***

Communicate to employees, students, families, and community members HISD's plan to safely return students and teachers to classrooms and employees to office workspaces in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

The Student Return section establishes guidelines to ensure safety for students returning to in-person classroom instruction and equitable access for students engaged in virtual learning.

## ***Procedures & Actions***

### **PROCEDURE: SECURE PARENT/GUARDIAN/FAMILY CONTACT INFORMATION**

1. Secure current student contact information at the campus level before school starts.
  - a. Verify language preference to facilitate communication between school and families.
  - b. Request assistance from HISD Translation Services, if unable to provide translation at the campus level.
2. Implement plan to maintain accurate contact information, including regularly updating the district database, throughout the school year.
3. Provide support before school starts to students with previously identified (Spring 2020) technology needs.
4. Create a student data backup plan in preparation for the transition to HISD Connect to prevent information loss.

### **PROCEDURE: IMPLEMENT SCREENING PROTOCOLS**

1. See Entry Screening section for detailed information.

### **PROCEDURE: IMPLEMENT PHYSICAL DISTANCING**

1. Ensure students remain 6 feet apart in all areas, including in classrooms, restrooms, hallways, cafeterias, gyms, libraries, dismissal lines, and buses, as well as at lockers and recess and while participating in athletics. Configure all shared spaces to ensure proper physical distancing.
  - a. Consider occupancy per square footage to ensure all individuals have sufficient space.
  - b. Designate separate adult and student isolation areas.
  - c. Reconfigure classrooms to ensure 6 feet of space between desks.
2. Require all campuses install physical distancing visual markers and directional signage.
3. Encourage no-touch greetings.
4. Monitor physical distancing at lunch to ensure compliance — especially important because students must remove their masks to eat. Consider serving lunch in classrooms, rather than the cafeteria.
5. Minimize student movement as much as possible to reduce contacts and risk of exposure to COVID-19.
6. Ensure adults on campus model physical distancing at all times.

### **PROCEDURE: REQUIRE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT**

1. Require all students to wear either district-provided or personal masks throughout the school day and while in district schools and facilities.
2. Provide district-purchased masks to students if they do not have one.
3. Ensure all student masks meet requirements as outlined in the Code of Student Conduct.
4. Ensure schools set mask guidelines and communicate them to parents, teachers, and support staff.
  - a. Communicate guidelines and cleaning frequency for reusable masks, as well as proper usage, handling, and disposal for disposable masks.

- b. Direct students not to wear gloves unless specially instructed to do so by school personnel.
- 5. Train staff on proper mask use and handling and set aside instructional time to train students.
  - a. Designate class time for mask instruction in early childhood grades and for special student populations, such as those with Individualized Education Plans (IEP) or in life skills classes.
- 6. Provide classroom signs illustrating the proper use of masks and any other required personal protective equipment.
- 7. Provide district support to campuses for monitoring personal protective equipment implementation throughout the school year.
  - a. Personnel for monitoring and implementation
  - b. Continued provision of personal protective equipment
- 8. Ensure all adults on campus model all personal protective equipment guidelines and wear masks at all times, except while eating lunch.

### **PROCEDURE: IMPLEMENT HIGH-TOUCH AREA PROTOCOLS**

- 1. Ensure the district provides sufficient hand soap, paper towels, tissues, hand sanitizer, and disinfectant to accommodate frequent cleaning of high-touch areas.
  - a. Replenish campus stock regularly or upon request (within two school days).
  - b. Discourage use of campus bathroom hand dryers to prevent the spread of COVID-19.
- 2. Ensure district provides necessary personnel to assist campuses with increased cleaning frequency.
- 3. Prevent students from sharing classroom supplies, including pencils, markers, books, dictionaries, library books, scissors, etc.
- 4. Establish campus protocols to minimize student contact with frequently touched items in high-traffic areas. Example: Teachers stand at door and hold it open to avoid multiple students touching it.

### **PROCEDURE: ESTABLISH VIRTUAL LEARNING PROTOCOLS**

- 1. Require campus administrators develop action plan to implement virtual learning should the school need to close due to a COVID-19 case on campus or a rise in local cases or should the school need to implement an A/B or rotating schedule to ensure physical distancing. Plans must include:
  - a. Provisions for students who lack technology to support learning
  - b. Plans for communicating protocols to parents and students on an ongoing basis
  - c. Training for teachers and staff to facilitate the transition to virtual learning
  - d. Procedures for special needs students
- 2. Adopt Microsoft Teams districtwide as the primary platform used at all campuses and minimize the overall number of technology platforms utilized to avoid confusion for families and students.
- 3. Offer a virtual campus information session to help parents and students understanding the primary platform before school starts.
- 4. Develop a districtwide method for obtaining electronic signatures without printers or scanners.
- 5. Consider beginning school with a fundamental campus-based plan to deliver a blended virtual and face-to-face curriculum.

### **PROCEDURE: FOLLOW STUDENT EXPOSURE PROTOCOLS**

- 1. Follow district guidelines for students displaying possible COVID-19 symptoms or exposure.
- 2. Develop procedure for parent communication if a student comes to campus with possible COVID-19 symptoms or exposure.

- a. Inform student and parent immediately as to why the student is not allowed in school and share district exposure protocols.
- b. Provide guidelines for when students are permitted to return to campus.

#### **PROCEDURE: SUPPLEMENT EXISTING SUPPORT SERVICES**

1. Provide necessary district personnel (social workers, counselors, helping professionals) to support students' psycho-social and emotional needs.
2. Provide necessary district personnel (nurses, wraparound specialists, custodians, etc.) to assist schools in implementing communicable disease protocols.

#### **PROCEDURE: IMPLEMENT DISTRICTWIDE CAMPUS CONSIDERATIONS**

1. Implement flexible attendance policies and practices to enable students and staff to stay home when they are sick or live with someone who is sick or they have been exposed to someone who is sick.
2. Implement flexible policies and practices regarding curricula and testing to remediate learning loss and respond to student social-emotional needs resulting from the impact of COVID-19 on the 2019-2020 and 2020-2021 school years.
3. Codify provisions for students who are not compliant with communicable disease protocols in the HISD Code of Student Conduct, Parent/Student Handbooks, and site-based discipline management plans and policies.
4. Limit campus visitors through the use of virtual meeting platforms, conference calls, and other non-contact methods.
5. Follow established district guidelines regarding the frequent cleaning and disinfecting of campuses to ensure student safety and health, and communicate regularly with appropriate Facilities, Maintenance, and Operations personnel.
6. Monitor and comply with all public health and education guidelines related to COVID-19, including those outlined by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.
7. Create campus plans for registering and enrolling new students, include an option for online registration, and enhance safety protocols for families that must register in-person.
  - a. Consider providing paperwork that families can complete before arrival.
  - b. Set registration appointments.
  - c. Create a designated space on campus for registration.
  - d. Follow all safety guidelines.
8. Follow safety protocols for all before and after-school activities.
9. Implement district protocols and procedures specific to higher-risk students, including those who are medically fragile or have medical needs. Encourage parents to provide information regarding their high-risk or fragile child.
10. Provide teachers with a list of possible COVID-19 symptoms in children to help them monitor for illness.
11. Create campus-based pick-up procedures that follow the safety guidelines outlined in this plan.
12. Follow student's IEPs as mandated by law and provide district support for those efforts.



## CAMPUS-BASED – ENTRY SCREENING

### Task Summary

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### Plan Summary

Communicate to employees, students, families, and community members HISD's plan to safely return students and teachers to classrooms and employees to office workspaces in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

### Procedures & Actions

#### PROCEDURE: SCREEN ALL EMPLOYEES

1. Establish campus-based Wellness Teams responsible for conducting entry screening.
  - a. Direct principal to assign staff to Wellness Team.

CAMPUS STUDENT 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

2. Post signage detailing COVID-19 symptoms at designated entry points.
3. Require employees enter through designated entry points and immediately stop to undergo screening.
  - a. Ask employees if they are symptomatic.
    - i. Isolate and send home employees who respond 'yes.' Refer to medical care, if needed.
    - ii. Forward employees who respond 'no' to temperature screening.
  - b. Conduct temperature check.
  - c. Allow entry for employees who meet temperature screening standards (under 100 degrees).
4. Require employees submit to their supervisor every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.
  - a. Provide both digital and paper-based questionnaire.
  - b. Assign staff member to collect, review, and then destroy questionnaires.
  - c. Assign campus task force to monitor completion and submission and recommend follow-up action as needed.
  - d. Conduct employee spot checks to ensure compliance.
5. Require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.

#### PROCEDURE: SCREEN ALL STUDENTS

1. Establish campus-based Wellness Teams responsible for conducting entry screening.

- a. Direct principal to assign staff to Wellness Team

CAMPUS STUDENT 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

2. Post signage detailing COVID-19 symptoms at designated entry points.
3. Require students enter through designated entry points and immediately stop to undergo screening.
  - a. Ask students if they are symptomatic.
    - i. Isolate and send home students who respond 'yes.' Refer to medical care, if needed.
    - ii. Forward students who respond 'no' to temperature screening.
  - b. Conduct temperature check.
  - c. Allow entry for students who meet temperature screening standards (under 100 degrees).
4. Require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.
5. Establish extended and staggered drop-off times and implement non-contact drop-off, which requires students get in and out of cars independently and prevents parents from walking students into the building.
6. Encourage families to assign a person who is not high risk to consistently pick-up and drop-off their student each day.
7. Require parents to self-monitor their students for COVID-19 symptoms and check their temperatures before coming to an HISD school or building and keep students home when sick.
8. Prevent schools from incentivizing perfect attendance.

## PROCEDURE: SCREEN ALL VISITORS

1. Limit visitation to essential visitors who have a previously scheduled appointment and require all to wear a mask while in HISD schools and buildings.
2. Establish campus-based Wellness Teams responsible for conducting entry screening.
  - a. Direct principal to assign staff to Wellness Team.

CAMPUS STUDENT 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

3. Post signage detailing COVID-19 symptoms at designated entry points.
4. Require visitors enter through designated entry points and immediately stop to undergo screening.
  - a. Ask visitors if they are symptomatic.
    - i. Isolate and deny entry to visitors who respond 'yes.'
    - ii. Forward visitors who respond 'no' to temperature screening.
  - b. Conduct temperature check.
  - c. Allow entry for essential, scheduled visitors who meet temperature screening standards (under 100 degrees).

5. Require visitors to self-monitor for COVID-19 symptoms and check their temperatures before coming to an HISD school or building and stay home when sick.
6. Prohibit all non-essential campus visitors, instead using virtual meetings when possible.
7. Prohibit non-essential deliveries, including food, personal items, homework, musical instruments, etc.

## CAMPUS-BASED – INFECTION PROTOCOLS

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Communicate to employees, students, families, and community members HISD's plan to safely return students and teachers to classrooms and employees to office workspaces in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

### ***Procedures & Actions***

#### **PROCEDURE: FOLLOW HEALTH AND MEDICAL SERVICES PROCEDURAL GUIDELINE FOR POSSIBLE AND CONFIRMED COVID-19 CASES**

1. Immediately notify school nurse (for students) or department supervisor (for employees) to report exposure, suspected, or confirmed positive COVID-19.
  - a. Require School Nurse to contact student/employee to investigate, complete COVID-19 Case Report Form, and submit to Health and Medical Services Nurse Manager.
  - b. 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.
2. See Appendix 81 for HISD Health and Medical Services Procedural Guideline For Exposure, Suspected, or Confirmed Positive Covid-19 Students, Employees, and Visitors.
3. Identify areas where individual was present and task campus-based staff with cleaning and disinfecting the space following Centers for Disease Control and Prevention and Environmental Protection Agency guidelines.
4. Provide exposure risk communication to staff, students, and parents.

## CAMPUS-BASED – PERSONAL PROTECTIVE EQUIPMENT PROTOCOLS

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Communicate to employees, students, families, and community members HISD's plan to safely return students and teachers to classrooms and employees to office workspaces in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

**Procedures & Actions****PROCEDURE: REQUIRE MASKS FOR ALL STUDENTS AND STAFF**

1. Require staff, students, and visitors to wear a mask while in a district school or facility.
2. Ensure an adequate supply of surgical masks, N95 masks, and face shields for nurses.
3. Instruct employees to wash reusable personal masks daily, after each use, and when wet or soiled.
4. Do not use bandannas as masks.

**PROCEDURE: WEAR GLOVES**

1. Ensure adequate supply of gloves for nurses, custodians, food service workers, and special education staff.

**PROCEDURE: WEAR GOWNS**

1. Ensure adequate supply of gowns for nurses and select special education staff.

**PROCEDURE: PROCURE MISCELLANEOUS SAFETY ITEMS**

1. Ensure adequate supplies needed to frequently clean and sanitize high-touch surfaces, including desks, counters, doorknobs, light switches, etc.
2. Ensure adequate supplies of plastic wrap needed to cover keyboards and other shared equipment.
3. Use double-bagging method to dispose of potentially infectious waste in the health office.
4. Procure sneeze-guards for front desk reception areas, shared workspaces, cafeteria tables, etc.
5. Procure isolation kits for schools without adequate space for isolation.

**CAMPUS-BASED – VISITOR PROTOCOLS****Task Summary**

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

**Plan Summary**

Communicate to employees, students, families, and community members HISD's plan to safely return students and teachers to classrooms and employees to office workspaces in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

Visitor protocols limit visitors to the minimum necessary to conduct business on campus.

**Procedures & Actions****PROCEDURE: SCREEN ALL VISITORS**

\*This protocol applies to all visitors who attempt to gain access to a campus, but does not include students, faculty, or staff assigned to that campus.

1. See Entry Screening section for detailed information.

**PROCEDURE: MINIMIZE CAMPUS VISITORS**

1. Limit campus visitors through use of virtual meeting platforms, conference calls, and other non-contact methods for required meetings, including ARD, 504, and IAT meetings.

2. Allow only essential visitors who have a previously scheduled appointment.
3. Prohibit all non-essential campus visitors and lunch visitations and all non-essential deliveries, including food, personal items, homework, musical instruments, etc.
4. Implement no-contact drop-off to prevent parents from entering the building during arrival and dismissal and encourage them to remain in their vehicles or appropriately physically distanced if they walked to campus.

#### **PROCEDURE: ESTABLISH CAMPUS ISOLATION AREAS FOR ADULTS**

1. Establish separate isolation areas for students and adults who show COVID-19 symptoms while at school.
2. Ensure isolation room is supervised at all times, always stocked with masks and hand sanitizer, and thoroughly cleaned each day.
3. Provide separate restrooms for students and visitors and monitor to ensure low occupancy.

#### **PROCEDURE: ASSIGN TEAM TO IMPLEMENT CAMPUS VISITOR PROTOCOLS**

1. Assign Wellness Team to implement, monitor, and adjust campus visitor protocol.
2. Train team and task them with training to staff, students, and the community.
3. Direct team to communicate with each other promptly.

#### **PROCEDURE: COMMUNICATE VISITATION POLICY TO PARENTS/GUARDIANS AND STAKEHOLDERS**

1. Communicate visitation policy, including visitor limitations and screening protocols, before school starts.
  - a. Communicate visitor protocols to parents via school website, callouts, social media, etc.
2. Train parents on campus-based visitor protocol.
3. Provide parents with guidelines and offer training sessions.
4. Post notices at all designated entry points.
  - a. Alert visitors to the required screening process.
  - b. Refuse entry to individuals with COVID-19 symptoms.
  - c. Encourage individuals to stay home when sick.
  - d. Provide instructions on proper hand-washing and use of masks.
5. Provide visitors with a hard copy of guidelines if they are allowed entry.
6. Coordinate with special education partners.

## **CAMPUS-BASED – CLOSURE PROTOCOLS**

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Communicate to employees, students, families, and community members HISD's plan to safely return students and teachers to classrooms and employees to office workspaces in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

**Procedures & Actions****PROCEDURE: CLOSE CAMPUS FOR RECOMMENDED DAYS**

1. Communicate closure possibilities to employees during training sessions before school starts.
2. Communicate closure possibilities to parents and school partners before school starts.

**PROCEDURE: IMPLEMENT CLEANING PROCEDURES**

1. Work with Facilities, Maintenance, and Operations to determine cleaning timeline based on school size and ensure building is sanitized and fogged.

**PROCEDURE: CONTINUE INSTRUCTION**

1. Create remote learning options (online and paper-based) for students during closure.
2. Provide district expectations for teachers.

**CAMPUS-BASED – FINE ARTS: DANCE/PK-12****Task Summary**

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

**Plan Summary**

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

**Procedures & Actions****PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Limit class sizes to an appropriate number of students to maintain physical distancing and place emphasis on keeping dance rooms clean.
  - a. Require students take off their shoes before entering class whenever possible at the teacher's discretion.
  - b. Require students wash hands or use hand sanitizer containing at least 60 percent alcohol when entering class.
  - c. Tape off dance floor to mark students' personal spaces with circles or squares.
  - d. Hold the dance class outdoors when possible.
2. Limit instruction of dances that don't allow for physical distancing (ex. partner dance, hand-holding, lifts, contact improvisation, or dancing involving body contact) and instead have teachers demonstrate dance technique facing the mirror.
3. Maintain physical distancing at all times, including during small group instruction, and use blended learning whenever possible.

**PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Utilize any apps and technology that support the learning of dance concepts and TEKS, recording of dance videos, and enabling of live communication and instruction.
2. Modify and adapt curriculum and instruction to ensure safe learning and instruction occurs in traditional, online, or blended learning classrooms.

**PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit sharing of all props, equipment, and other materials, except for ballet barres which may be shared occasionally.
  - a. Clean immediately after class any equipment or props used by students.
  - b. Allow only the teacher to operate the sound system/speakers.
  - c. Allow only students who have used hand sanitizer to operate portable, smaller speakers.
  - d. Ensure anything that must be shared is sanitized between uses.

**PROCEDURE: CLEAN AND DISINFECT CLASSROOMS**

1. Disinfect ballet barres and all used equipment between classes.
2. Open windows for air exchange.
3. Shorten classes to allow time to clean and prepare before the next group.

**PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Require students to wear dance clothes (pants, capri pants, shorts, etc.) under school clothes if dressing out is not allowed in locker rooms.
2. Require students to wear dance shoes that fully cover the foot or designated shoes for dance classes.
3. Prohibit sharing of any personal belongings.
  - a. Require students to have their own uniforms.
  - b. Require students to have their own water bottle, hand sanitizer, mask, dance shoes, and/or dance bag.
4. Minimize costuming as much as possible.
  - a. Wash or professionally clean all costumes before issuing to students.
  - b. Limit costume distribution to a particular performance and issue one hour before performance.
  - c. Require students place costumes in a plastic bag and return to teachers after the performance.
  - d. Require teachers to clean costumes and prepare them for the next group or performance.
5. Offer alternate costuming option that allows students to have their own costume(s) for the school year.
  - a. Require every drill dance team student to have their own uniform and prohibit them from sharing uniforms or any other clothing pieces with other students.

**PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Adhere to physical distancing and safety protocols for performances.
  - a. Ensure live performance audiences are seated in the auditorium by family groups.
  - b. Provide additional dressing rooms for costume changes or minimize costume changes.
  - c. Follow the protocol for costume issuing and collecting.

**PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Schedule buses to arrive an hour earlier than normal for orderly seating.
2. Require students to wear masks while riding the school bus and bring their own dance bags, hand sanitizer, and water bottle.
3. Adhere to Transportation Services seating protocols designed to accommodate physical distancing and enhance student safety.



## CAMPUS-BASED – FINE ARTS: THEATRE/ELEMENTARY

### **Task Summary**

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### **Plan Summary**

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

### **Procedures & Actions**

#### **PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Adjust number of students in the classroom based on available square footage as required by public health guidelines and/or move classes to larger spaces, such as the cafeteria or outdoors, when appropriate.
2. Hold theatre classes while limiting students' proximity and contact.
3. Allow rehearsals and classwork to done remotely.

#### **PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Provide one laptop or tablet per student for remote learning, if needed.
2. Allow only one student per class or afterschool rehearsal to use technology, including iPad, laptop, smartphone, lighting console, sound mixing board, or LED light.

#### **PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit students from sharing any materials, including pens, pencils, props, smart devices, costumes, scripts, handouts, etc.
2. Work with campus administration to ensure adequate supplies to minimize the sharing of materials.
3. Require students to have their own scripts, costumes, and other materials.
4. Prohibit the sharing of objects that are difficult to sanitize, such as crayons, glue, and scissors.

#### **PROCEDURE: CLEAN AND DISINFECT CLASSROOMS**

1. Sanitize all equipment touched by students and left in classroom between class periods, including props, composition books, desks, and other materials or equipment used by students.
2. Sanitize any items that must be shared between uses.
3. Encourage teachers to build sanitization into their classroom routines, instructing students on proper cleaning and sanitization protocols at the start of the school year and revisiting protocols regularly.

#### **PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Require students to have their own costumes that they take home, when possible.
  - a. Require costumes used only during class or after-school rehearsals to be placed in secure holding area and washed before the next use.
2. Require students to arrive in costume for performances.
3. Do not allow costume crew to assist in costume changes, as students will no longer be allowed to be in close proximity to one another.



- a. Hold fewer technical rehearsals with students in costume.
  - b. Schedule fewer students to be in the dressing room at one time and spread use out over a longer course of time.
  - c. Utilize additional spaces as makeshift dressing rooms, if needed.
  - d. Notify campus administration and maintenance staff ahead of time about all spaces that will be used and obtain written agreement to use such spaces.
  - e. Understand that any occupied space — no matter how long it is occupied — will need to be thoroughly cleaned.
4. Require students supply and use their own theatrical makeup and prohibit sharing under all circumstances.

### **PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Adhere to physical distancing while planning and rehearsing performances, which will impact blocking/staging.
2. Conduct some rehearsals virtually over Microsoft Teams, Zoom, or Google Hangout, if necessary.
3. Await recommendations from the Texas Theatre Administrators Conference committee on safely using performance spaces in schools.

### **PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Schedule buses to arrive an hour earlier than normal for orderly seating.
2. Require students to wear masks while riding the school bus.
3. Adhere to Transportation Services seating protocols designed to accommodate physical distancing and enhance student safety.

## **CAMPUS-BASED – FINE ARTS: THEATRE/SECONDARY**

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

### ***Procedures & Actions***

#### **PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Adjust number of students in the classroom based on available square footage as required by public health guidelines and/or move classes to larger spaces, such as the cafeteria or outdoors, when appropriate.
2. Hold theatre classes while limiting students' proximity and contact.
3. Allow small groups of Technical Theatre students to use booth and shop equipment in shifts while other students study other components.
  - a. Allow enough time to properly sanitize equipment between uses.
  - b. Assign student work based on chosen theatre literature and resources.

- c. Allow rehearsals and classwork to happen at home if remote learning is necessary, as well as in small group pass-offs or via digital submissions, until the group can perform en masse.

#### **PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Provide one laptop or tablet per student for remote learning, if needed.
2. Allow only one student per class or afterschool rehearsal to use technology, including iPad, laptop, smartphone, lighting console, sound mixing board, or LED light.

#### **PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit students from sharing any materials, including pens, pencils, props, smart devices, costumes, scripts, handouts, etc.
2. Work with campus administration to ensure adequate supplies to minimize the sharing of materials.
3. Require students to have their own scripts, costumes, and other materials.
4. Prohibit sharing of objects that are difficult to sanitize.

#### **PROCEDURE: CLEAN AND DISINFECT CLASSROOMS**

1. Sanitize all equipment touched by students and left in classroom between class periods, including props, composition books, desks, and other materials or equipment used by students.
2. Sanitize any items that must be shared between uses.
3. Encourage teachers to build sanitization into their classroom routines, instructing students on proper cleaning and sanitization protocols at the start of the school year and revisiting protocols regularly.

#### **PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Require students to have their own costumes that they take home, when possible.
  - a. Require costumes used only during class or after-school rehearsals to be placed in secure holding area and washed before the next use.
2. Require students to arrive in costume for performances.
3. Do not allow costume crew to assist in costume changes, as students will no longer be allowed to be in close proximity to one another.
  - a. Hold fewer technical rehearsals with students in costume.
  - b. Schedule fewer students to be in the dressing room at one time and spread use out over a longer course of time.
  - c. Utilize additional spaces as makeshift dressing rooms, if needed.
  - d. Notify campus administration and maintenance staff ahead of time about all spaces that will be used and obtain written agreement to use such spaces.
  - e. Understand that any occupied space — no matter how long it is occupied — will need to be thoroughly cleaned.
4. Require students supply and use their own theatrical makeup and prohibit sharing under all circumstances.

#### **PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Adhere to physical distancing while planning and rehearsing performances, which will impact blocking/staging.
2. Conduct some rehearsals virtually over Microsoft Teams, Zoom, or Google hangout, if necessary.
3. Await recommendations from the Texas Theatre Administrators Conference committee on safely using performance spaces in schools.

**PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Schedule buses to arrive an hour earlier than normal for orderly seating.
2. Require students to wear masks while riding the school bus.
3. Adhere to Transportation Services seating protocols designed to accommodate physical distancing and enhance student safety.

**CAMPUS-BASED – FINE ARTS: MUSIC/GENERAL MUSIC*****Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

***Plan Summary***

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

***Procedures & Actions*****PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Adjust number of students in the classroom based on available square footage as required by public health guidelines and/or move classes to larger spaces, such as the cafeteria or outdoors, when appropriate.
2. Maintain physical distancing during instruction.

**PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Provide one laptop or tablet per student for remote learning, if needed.
2. Utilize apps and programs, such as Quaver Music and YouTube, to support instruction.

**PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit the sharing of instruments, headphones, computers, or any other supplies or materials during class time.
2. Require each student to have their own items needed for class.
3. Require each student to have their own instruments, when possible, for General Music class.

**PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Prohibit sharing of uniforms and clothing.

**PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Adhere to physical distancing and safety protocols for performances.
2. Ensure live performance audiences are seated in the auditorium by family groups.

**PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Schedule buses to arrive an hour earlier than normal for orderly seating.
2. Require students to wear masks while riding the school bus.

3. Require students to carry their own hand sanitizer and water bottle.
4. Adhere to Transportation Services seating protocols designed to accommodate physical distancing and enhance student safety.

## CAMPUS-BASED – FINE ARTS: MUSIC/SECONDARY PIANO

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

### ***Procedures & Actions***

#### **PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Adjust number of students in the classroom based on available square footage as required by public health guidelines and/or move classes to larger spaces, such as the cafeteria or outdoors, when appropriate.
2. Maintain physical distancing during instruction.

#### **PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Provide one laptop or tablet per student for remote learning, if needed.
2. Utilize apps and programs, such as Quaver Music and YouTube, to support instruction

#### **PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit the sharing of instruments, headphones, computers, or any other supplies or materials during class time.
2. Require each student to have their own items needed for class.

#### **PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Prohibit sharing of uniforms or clothing.
2. Require all school-issued performance attire to be professionally cleaned or laundered after each performance.

#### **PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Follow physical distancing and other safety guidelines for performances.
2. Ensure the audience is scattered in the auditorium by family groups.

#### **PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Schedule buses to arrive an hour earlier than normal for orderly seating.
2. Require students to wear masks while riding the school bus.
3. Require students to carry their own hand sanitizer and water bottle.
4. Adhere to Transportation Services seating protocols designed to accommodate physical distancing and enhance student safety.

## CAMPUS-BASED – FINE ARTS: MUSIC/SECONDARY CHOIR

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

### ***Procedures & Actions***

#### **PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Adjust number of students in the classroom based on available square footage as required by public health guidelines and/or move classes to larger spaces, such as the cafeteria or outdoors, when appropriate.
2. Maintain physical distancing during instruction.

#### **PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Provide one laptop or tablet per student for remote learning, if needed.
2. Utilize apps and programs, such as Quaver Music and YouTube, to support instruction

#### **PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit the sharing of instruments, headphones, computers, or any other supplies or materials during class time.
2. Require each student to have their own items needed for class.

#### **PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Prohibit sharing of uniforms or clothing.
2. Require all school-issued performance attire to be professionally cleaned or laundered after each performance.

#### **PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Follow physical distancing and other safety guidelines for performances.
2. Ensure the audience is scattered in the auditorium by family groups.

#### **PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Follow physical distancing and other safety guidelines for performances.
2. Ensure the audience is scattered in the auditorium by family groups.

#### **PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Schedule buses to arrive an hour earlier than normal for orderly seating.
2. Require students to wear masks while riding the school bus.
3. Require students to carry their own hand sanitizer and water bottle.
4. Adhere to Transportation Services seating protocols designed to accommodate physical distancing and enhance student safety.

## CAMPUS-BASED – FINE ARTS: MUSIC/INSTRUMENTAL

### **Task Summary**

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### **Plan Summary**

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

### **Procedures & Actions**

#### **PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Adjust number of students in the classroom based on available square footage as required by public health guidelines and/or move classes to larger spaces, such as the cafeteria or outdoors, when appropriate.
2. Adhere to physical distancing, maintaining 6 feet of distance between all students and staff.
3. Limit large group performances to 30 students to maintain physical distancing.

#### **PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Provide one laptop or tablet per student for remote learning, if needed.
2. Encourage students to utilize apps and programs, such as Smart Music, Music First, Notepad, and Tonal Energy, to support instruction.

#### **PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit under all circumstances the sharing of all materials, equipment, and instruments, including mouthpieces, necks and bits, drumsticks, mallets, reeds, neck-straps, seat straps, bocals, bows, rosin, shoulder rests, etc.
2. Require each student to have their own items needed for class.
3. Require non-wind instrumentalists such as percussionists and string players to wear a face mask.

#### **PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Prohibit sharing of uniforms, clothing, and instrument parts under all circumstances.
2. Clean all clothing after each performance.
3. Require all school-issued performance attire to be professionally cleaned or laundered after each performance.
4. Require students take home and clean personal clothing, water bottles, and other drinking receptacles daily.

#### **PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Adhere to physical distancing, maintaining 6 feet of distance from others on all side when not actively practicing or rehearsing.
2. Maintain at least 10 feet of distance from others on all sides when actively practicing and rehearsing.
3. Limit total number of participants based on available space to ensure appropriate distancing between students and staff.
4. Limit size of working groups to 15 students per group and ensure each working group maintains appropriate distance from other working groups.

5. Limit participation to district-, UIL-, and TMEA-sanctioned events and community events where physical distancing can be ensured.
6. Decline parade invitations.
7. Follow all performance protocols during in-class instruction.

### **PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Schedule school buses to arrive an hour earlier than normal for orderly seating.
2. Require all students to wear masks while on school buses.
3. Require students with smaller instruments to carry them on the bus and keep them in their possession.
4. Require larger instruments that students can't carry on and keep in their possession to be placed on an equipment bus/truck.
5. Adhere to Transportation Services seating protocols designed to accommodate physical distancing and enhance student safety.

## **CAMPUS-BASED – FINE ARTS: VISUAL ARTS/ELEMENTARY**

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

### ***Plan Summary***

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

### ***Procedures & Actions***

#### **PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Adjust number of students in the classroom based on available square footage as required by public health guidelines and/or move classes to larger spaces, such as the cafeteria or outdoors, when appropriate.
2. Adhere to physical distancing, maintaining 6 feet of distance between all students and staff during art instruction and creation and guided and independent practice.
3. Install markers to display how and where students should stand and line up.

#### **PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Share artifacts, masters' work, or example works through HUB or via projection.
  - a. Project images on screens utilizing adequate network connections and technology equipment.
  - b. Laminate tangible examples, when possible, to allow for proper cleaning.
2. Sanitize classroom computers after every use and wait one class period between uses to ensure computers and keyboards have adequate time to dry before the next use.
3. Use disinfectant approved by Facilities, Maintenance, and Operations.

#### **PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit the sharing of materials and supplies during class time.



2. Require each student to have their own items needed for class.
3. Ensure most equipment is handled only by the teacher.
  - a. Distribute and collect single-student use (SSU) kits and sketchbooks (i.e., crayons, markers, scissors, glue, pencils, pens, erasers, clothing protection covers, and sketchbook) and part of pre-class preparation.
4. Share equipment only when teacher has adequate time to clean items before the next use.
  - a. Sanitize community equipment before and after each use.
  - b. Reuse materials only after they have been disinfected.
  - c. Spread out equipment use throughout the day, leaving a class period or day between uses to allow time for sanitization.
  - d. Provide at least seven minutes between classes to allow adequate time for teacher to disinfect common spaces, tables, and desks.

#### **PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Ensure uniforms and clothing protection covers are distributed part of the SSU kit.
2. Prohibit sharing of uniforms and other clothing.

#### **PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Adhere to physical distancing during exhibitions and viewings.
2. Make exhibitions and galleries available online for remote viewing.
3. Adhere to district and public health guidelines related to large group gatherings.

#### **PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Adhere to district guidelines for travel.

### **CAMPUS-BASED – FINE ARTS: VISUAL ARTS/SECONDARY**

#### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for dance instruction upon the re-opening HISD schools, as well as procedures and protocols for future health-related closures that could lead to interruption of schooling.

#### ***Plan Summary***

Implement plan developed by the HISD Fine Arts department (dance, theater, music, and visual arts), in accordance with public health and education guidelines, and focused on seven key areas — class size, technology, material sharing, equipment, uniforms and costuming, performances and exhibitions, and transportation — crucial to ensuring a safe and effective classroom experience for all students.

#### ***Procedures & Actions***

#### **PROCEDURE: LIMIT CLASS SIZE TO ENSURE PHYSICAL DISTANCING**

1. Adjust number of students in the classroom based on available square footage as required by public health guidelines and/or move classes to larger spaces, such as the cafeteria or outdoors, when appropriate.
2. Adhere to physical distancing, maintaining 6 feet of distance between all students and staff during guided and independent practice.



**PROCEDURE: UTILIZE TECHNOLOGY TO SUPPORT LEARNING**

1. Share artifacts, masters' work, or example works through HUB or via projection.
  - a. Project images on screens utilizing adequate network connections and technology equipment.
  - b. Laminate tangible examples, when possible, to allow for proper cleaning.
  - c. Use disinfectant approved by Facilities, Maintenance, and Operations.

**PROCEDURE: PROHIBIT MATERIAL AND EQUIPMENT SHARING**

1. Prohibit the sharing of materials and supplies during class time.
2. Require each student to have their own items needed for class.
3. Distribute and collect SSU kits and sketchbooks in an orderly manner and while practicing physical distancing.
  - a. Ensure SSU kits contain materials needed to complete the basic work for the course.
    - i. Include two pencils, two to three drawing pencils, a black pen, an eraser, a pencil sharpener, colored pencils (24-36 minimum), blenders, a black marker, and protective clothing covering.
    - ii. Store SSU kits should be stored in a gallon-sized plastic zipper bag labeled with the student's name and class period.
    - iii. Require all sketchbooks to be single-student use.
  - b. Provide materials specific to the lesson for each student in each class.
4. Sanitize any community equipment before and after each use.
5. Disinfect all materials not in the SSU at the end of each class.
6. Reuse materials only after they have been disinfected.
7. Use disinfectant approved by Facilities, Maintenance, and Operations

**PROCEDURE: IMPLEMENT UNIFORM/COSTUMING PROTOCOLS**

1. Include clothing protection covers in SSU kit.

**PROCEDURE: IMPLEMENT PERFORMANCE/EXHIBITION PROTOCOLS**

1. Adhere to physical distancing during exhibitions and viewings.
2. Hold all exhibitions and viewings in public spaces.
3. Make exhibitions and galleries available online for remote viewing.
4. Adhere to district and public health guidelines related to large group gatherings.

**PROCEDURE: IMPLEMENT TRANSPORTATION PROTOCOLS**

1. Adhere to district guidelines for travel.



# HISD COMMUNICABLE DISEASE PLAN

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## EXTRACURRICULAR ACTIVITIES – STUDENT GROUPS

## EXTRACURRICULAR ACTIVITIES-STUDENT GROUPS

### ***Task Summary***

Recognize the critically important role of extracurricular activities in student educational experiences, while taking a cautious approach to enrichment, field experiences, and after-school activities to ensure the safety of students, staff, and family members/caregivers.

### ***Plan Summary***

Resume campus-based after-school activities upon returning students and staff to campuses while adhering to all public health guidelines and the same safety protocols implemented for the school day, and ensuring masks and other appropriate personal protective equipment are available to students and staff at all times at varied and accessible locations.

Note: Delay current outdoor field lessons and activities until the current local situation improves, at which point a staggered approach with vetted locations should be employed.

### ***Procedures & Actions***

#### **PROCEDURE: FOLLOW SCHOOL DAY SAFETY PROTOCOLS**

1. Implement the same safety protocols employed during the school day for all after-school or extracurricular activities in alignment with guidance provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.
2. Follow district protocols for entry screening and group sizes.
3. Monitor after-school and extracurricular activities closely and ensure all safety protocols are employed.

#### **PROCEDURE: REQUIRE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT DURING ALL EXTRACURRICULAR ACTIVITIES**

1. Provide personal protective equipment to all district staff, students, and service providers.
2. Monitor actively and ensure personal protective equipment is worn by all students, staff, and service providers during all extracurricular activities.

#### **PROCEDURE: RESUME STUDENT ACTIVITIES WHEN IN-PERSON INSTRUCTION BEGINS**

1. Resume campus-based after-school activities, student performances, competitions, etc. when in-person instruction begins.
2. Limit after-school and extracurricular activities to students and employees of HISD and designated service providers.
3. Prohibit parents, caregivers, and community members from participating until it is deemed safer for them to do so, leveraging technology to offer remote viewing for family and community members.

#### **PROCEDURE: DELAY OUTDOOR ACTIVITIES AND FIELD LESSONS**

1. Delay activities or field lessons taking place outside of school campuses until the situation is safer, as determined by the district superintendent and her leadership team, due to increased transmission risks, as well as the risks and challenges associated with transportation.
2. Encourage staff from museums, cultural centers, etc. to deliver programming directly to students on campus, eliminating risks associated with field lessons. Ensure designated and pre-scheduled visitors comply with district screening and safety protocols.
3. Scheduled virtual visits for college and industry sites until it is deemed safe for students and staff to visit in person.

4. Produce list of potential site visit locations that have been vetted in advance and confirmed to be following proper safety protocols so visits and field trips can quickly resume once the superintendent deems it safe for students.

## EXTRACURRICULAR ACTIVITIES-STUDENT GROUPS – STUDENT ASSEMBLIES

### ***Task Summary***

Recognize student assemblies offer a way for students and staff to gather, receive important information, and build camaraderie and school culture, while searching for safe ways to accomplish the same goals while ensuring student and staff safety.

### ***Plan Summary***

Postpone all student assemblies until it is determined safe for them to resume while leveraging technology and other means to facilitate communicate and connection with and among students.

### ***Procedures & Actions***

#### **PROCEDURE: POSTPONE ALL STUDENT ASSEMBLIES**

1. Postpone all student assemblies until the superintendent deems it safe for them to resume, acknowledging that the risks of student assemblies outweigh their value.

#### **PROCEDURE: LEVERAGE TECHNOLOGY TO ACCOMPLISH STUDENT ASSEMBLY GOALS**

1. Utilize computers, smartboards, Microsoft Teams, etc. to engage with large groups of students at one time.



# HISD COMMUNICABLE DISEASE PLAN

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## EXTRACURRICULAR ACTIVITIES – ATHLETICS

## EXTRACURRICULAR ACTIVITIES – ATHLETICS & INTRAMURALS

### ***Task Summary***

Provide guidance to campus-based employees, students, and families related to operational procedures and protocols for safely resuming sports and athletic events, practices, and competitions as HISD re-opens school buildings and returns students to in-person classroom instruction.

### ***Plan Summary***

Implement appropriate safety precautions in alignment with public health guidelines, district safety protocols, and University Scholastic League (UIL) directions, making adjustments as necessary as health conditions change.

### ***Procedures & Actions***

#### **PROCEDURE: IMPLEMENT SUMMER PROTOCOLS**

1. Establish campus- and building-based Wellness Teams responsible for conducting entry screening.
  - a. Direct administrator to assign staff to Wellness Team.
2. Post signage detailing COVID-19 symptoms at designated entry points.
3. Screen student athletes as they arrive on campus in accordance with district student screening protocols.
  - a. Ensure Wellness Teams wear masks and gloves during screening.
  - b. See Entry Screening section for more detailed information.
4. Require student athletes to self-monitor for COVID-19 symptoms, check their temperatures before coming to campus, and stay home when sick.
5. Require physical distancing for coaches and student athletes, requiring them to stay at least 10 feet apart.
6. Allow only outdoor activities.
7. Prohibit all indoor activities and one-on-one drills.
8. Allow only coaches to retrieve necessary equipment from the weight room.
9. Require student athletes to bring their own water, and ensure schools provide additional water on site.
10. Follow mandated HISD heat procedures.
11. Follow district infectious protocols for any students showing COVID-19 symptoms.
  - a. See Campus-Based Infection Protocols for more detailed information.
12. Continue to monitor conditions, restrict access and canceling activities and practices as needed as health conditions change.

#### **PROCEDURE: ESTABLISH FUTURE PLAN**

1. Await detailed state instructions from the UIL concerning high school athletics.
2. Schedule games tentatively for the fall.
3. Establish campus- and building-based Wellness Teams responsible for conducting entry screening.
  - a. Direct administrator to assign staff to Wellness Team.
4. Post signage detailing COVID-19 symptoms at designated entry points.
5. Screen all student athletes in alignment with district student screening protocols at all practices, sub-varsity games, and games played in district facilities.
  - a. See Entry Screening section for more detailed information.
6. Require student athletes to self-monitor for COVID-19 symptoms, check their temperatures before coming to campus, and stay home when sick.



7. Consider limiting or prohibiting fan attendance at campus and district sporting events.
  - a. Screen all attending fans in accordance with district visitor screening protocols
  - b. Encourage fans to purchase sporting event tickets online.
  - c. Require fans to self-monitor for COVID-19 symptoms, check their temperatures before coming to campus, and stay home when sick.
8. Require physical distancing in fieldhouses.
9. Clean stadiums before, during, and after games.
10. Adjust plans as COVID-19 conditions change.



# HISD COMMUNICABLE DISEASE PLAN

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## FACILITIES MANAGEMENT

## FACILITIES MANAGEMENT

### ***Task Summary***

Return Facilities, Maintenance, and Operations (FMO) employees to their workspaces using procedures that prioritize safety and mitigate transmission of COVID-19.

### ***Plan Summary***

Implement new safety protocols, including employee training, entry screening, required physical distancing and personal protective equipment, and enhanced workplace sanitization.

### ***Procedures & Actions***

#### **PROCEDURE: TRAIN EMPLOYEES ON SAFETY PROTOCOLS PRIOR TO REOPENING**

1. Train campus and support facilities staff on self-care and safety protocols, as well as operational and instructional procedures for schools and classrooms.
2. Assist as needed in training students, parents, and community members in varied languages and modalities.

#### **PROCEDURE: PROVIDE SUCCINCT MESSAGING TO COMMUNITY IN ALL COMMUNICATION**

1. Begin with clear, inspirational messaging stressing HISD's commitment to continue providing quality education — whether it is virtually, in-person, or a combination of both.
2. Include standards, such as Board of Education Emergency Constraints, that HISD will prioritize.
3. Ensure FMO messaging is aligned with district messaging and communicated directly from schools to their school communities.

#### **PROCEDURE: SCREEN ALL EMPLOYEES, VISITORS, VENDORS, AND CONSULTANTS**

1. Establish campus- and building-based Wellness Teams responsible for conducting entry screening.
  - a. Direct administrator to assign staff to Wellness Team.
2. Post signage detailing COVID-19 symptoms at designated entry points.
3. Require all employees, visitors, vendors, and consultants to undergo screening in accordance with district screening protocols.
  - a. See Campus-Based and All Other Departments Entry Screenings sections for more detailed information.
4. Require employees submit to their supervisor every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.
  - a. Provide both digital and paper-based questionnaire.
  - b. Assign staff member to collect, review, and then destroy questionnaires.
  - c. Assign campus task force to monitor completion and submission and recommend follow-up action as needed.
  - d. Conduct employee spot checks to ensure compliance.
5. Require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.

#### **PROCEDURE: IMPLEMENT PHYSICAL DISTANCING**

1. Require physical distancing while on HISD property, including while using the time clock, in the office, at the copier, while attending meetings, etc.
2. Configure all shared spaces to accommodate physical distancing.
3. Confirm percentage of occupancy per square footage to ensure each person has required space.

4. Consider using larger areas, unassigned classrooms, and workrooms.
5. Establish alternate schedules for staff and students.
6. Install physical distancing and directional markers and signage to display spacing requirements for clocking or signing in and out.
7. Establish virtual meetings as the primary method for conducting business.
  - a. Conduct face-to-face meetings only when absolutely required.
  - b. Ensure any face-to-face meetings are scheduled in advance and take place in designated areas.
  - c. Practice physical distancing requiring 6 feet between all individuals.
  - d. Use conference rooms only when face-to-face meetings are absolutely necessary.
  - e. Position chairs 6 feet apart and post physical distancing signage.

#### **PROCEDURE: REQUIRE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT**

1. Require all employees to wear appropriate personal protective equipment — including a mask covering both nose and mouth and possible gloves and coveralls, depending on the task — while visiting or working on any HISD property during the closure period.
2. Issue face masks to all HISD employees upon their return to work, with frequency of distribution determined by job responsibilities.
  - a. Issue masks and gloves to custodial staff and require custodians to wear gloves while cleaning and disinfecting and double-gloves and drape cloths when applying chemicals.
  - b. Wear N95 masks and face shields, if available, especially when cleaning campuses or facilities with positive cases.
3. Require employees to acknowledge receipt of personal protective equipment when issued an HISD mask or upon arrival at the building with their own mask.
4. Allow as acceptable both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves.
  - a. Ensure personal masks comply with the HISD Dress Code and are not inappropriate or derogatory in nature.
  - b. Wash personal, reusable masks daily, after each use, and when wet or soiled.
5. Ensure employees have appropriate equipment and supplies and replenish stock as needed.
  - a. Keep masks and gloves in a secure area of building or department and contact immediate supervisor if there is less than one week's worth of supplies or there any questions about personal protective equipment protocols.
6. Store masks in a brown paper bag and clip it to name badge or belt loop for safe keeping, if it needs to be removed after leaving a campus or facility.

#### **PROCEDURE: ADHERE TO PUBLIC HEALTH HYGIENE RECOMMENDATIONS**

1. Require employees to follow hand hygiene and respiratory etiquette as outlined by the Centers for Disease Control and Prevention.
  - a. Require employees to routinely wash and sanitize their hands using either soap or hand sanitizer.
  - b. Reinforce hand-washing with soap and water for at least 20 seconds, as well as the use of hand sanitizer containing at least 60 percent alcohol, if soap and water are not readily available.
    - i. Use hand sanitizer only if hands are not visibly dirty, as visibly dirty hands must first be washed with soap and water.
    - ii. Provide hand sanitizer at office entrances.

- c. Refer employees to the following site for hand-washing guidance: <https://www.cdc.gov/hand-washing/when-how-hand-washing.html>.
    - i. Wet your hands with clean running water (warm or cold) and apply soap.
    - ii. Lather your hands by rubbing them together with the soap.
    - iii. Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for at least 20 seconds.
    - iv. Rinse your hands under clean, running water.
    - v. Dry your hands using a clean towel or air dry them.
    - vi. Paper towels should be used to turn off the water and to exit the restroom.
  - d. Wash hands frequently, after removing gloves, coming into contact with someone who is sick, or after touching commonly used items.
    - i. After blowing your nose, coughing, or sneezing
    - ii. After using the restroom
    - iii. Before, during, and after preparing food
    - iv. Before eating
    - v. Before and after caring for someone who is sick
    - vi. Before and after treating a cut or wound
    - vii. After contact with animals or pets.
    - viii. After touching garbage
    - ix. Before and after providing routine care for another person who needs assistance (e.g., a child).
    - x. When hands are visibly dirty or greasy
  - e. Use plain or antibacterial bar or liquid soap as they're both equally effective.
  - f. Encourage employees to cover coughs and sneezes with a tissue and throw used tissues in the trash and wash hands immediately with soap and water for at least 20 seconds.
2. Avoid touching the face, nose, mouth, and avoid rubbing eyes.
  3. Avoid contact with individuals displaying symptoms of illness.
  4. Stay home if a family member is ill or showing signs of illness.
  5. Prohibit employees from sharing writing instruments, including pens, pencils, etc.

#### **PROCEDURE: PROVIDE RESOURCES FOR EMPLOYEES**

1. Recommend Employee Assistance Program (EAP) to help all employees through stressful and unpredictable times.
  - a. Reach out to social and emotional/crisis intervention department for support.
2. Provide ongoing, frequent communication and resources to employees via emails, phone calls, other aid.
3. Adhere to Family Medical Leave and Americans with Disabilities Act policies and procedures as it relates to dependent care, discomfort, etc.

#### **PROCEDURE: ADHERE TO DRESS CODE**

1. Allow a relaxed dress code during the district closure and throughout the summer until otherwise directed.
  - a. Continue to wear district-supplied uniform shirt.
  - b. Require credentials and employee identification cards.

- c. Allow jeans that are not torn or faded.
  - d. Prohibit the following, which are inappropriate and unacceptable: capri pants, form-fitting clothes, jogging suits, yoga pants, tank tops, midriff-baring tops, flip flops, sandals, jeggings, leggings, low-cut tops, strapless tops, spaghetti-strapped dresses or shirts, shorts, miniskirts, slogan T-shirts, or clothes displaying derogatory or slang expressions.
2. Use caution when laundering clothes as it is unclear how long the COVID-19 virus can survive on clothing.

### **PROCEDURE: FOLLOW PROTOCOL FOR WORK ORDERS, RENTALS, AND BUILDING USE**

1. Address work orders as follows:
  - a. Address priority one/emergency work orders first.
  - b. Allow a maximum of two repairers/technicians per maintenance vehicle.
  - c. Change air filters every three months.
  - d. Prohibit new work at this time.
2. Cancel all requests for HISD campus and facility rentals through the district closure — or through Aug. 31, 2020, unless otherwise directed.
  - a. Require all rentals during the pandemic to include additional cleaning fees, entry screening protocols, and masks for all attendees.
3. Schedule cleaning and disinfecting of all testing, blood donation, and polling and voting sites, as well as the RLR, due to possibility of unknown exposure and pre-screen all non-HISD visitors and workers.

### **PROCEDURE: ESTABLISH PROTOCOLS FOR RETURNING EMPLOYEES TO DISTRICT FACILITIES**

1. Adhere to guidance from the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.
2. Require supervisors upon their return to observe their office area and begin removing chairs and installing signage for physical distancing.
3. Require masks as outlined in the personal protective equipment section.
4. Provide rigorous cleaning throughout the day, wiping down high-contact surfaces, such as door handles, elevators, and restrooms.
5. Encourage employees to clean and wipe down their offices and workstations throughout the day.
6. Task departments with purchasing approved cleaning products and distributing to employees.

## **FACILITY MANAGEMENT – SUMMER PROTOCOLS**

### ***Task Summary***

Establish summer protocols for return Facilities, Maintenance, and Operations employees to their workspaces to complete standard summer cleaning while mitigating transmission of COVID-19.

### ***Plan Summary***

Implement summer protocols to ensure safe operations and mitigation of COVID-19 transmission.

### ***Procedures & Actions***

#### **PROCEDURE: ESTABLISH SUMMER PROTOCOLS**

1. Open campuses for end-of-school-year requirements, senior check-out, and teachers' classroom clearing, according to the schedule established during that academic year and per the district calendar and school schedule.

- a. Elementary and Middle Schools
  - i. Prepare building for Student Checkout/Check-in (Staff only).
  - ii. Hold Student Checkout/Check-in, Grades PK-5 and 6-8.
- b. High Schools
  - i. Prepare building for checkout (Campus administration).
  - ii. Hold Senior Checkout/Check-in.
  - iii. Hold Student Checkout, Grades 9 – 11.
  - iv. Open campuses from 8 a.m. to 1 p.m.
- c. Allow only plant operators to open campuses until card access is restored.
- d. Ask Security Maintenance to begin restoring card access when FMO essential employees return to duty.
2. Open all buildings and allow administrators to enter from Monday to Thursday, 8 a.m. to 3 p.m.
  - a. Require a nurse or campus designee to be on campus when the building is open during a pandemic.
  - b. Identify an isolation room or area for students or staff showing symptoms of communicable disease.
  - c. Require custodial staff to be present.
  - d. Allow the following duties:
    - i. Pre-K registration and language testing
    - ii. Magnet, ELs, Dual Language, Bi-lingual education testing
    - iii. TSI administration
  - e. Close buildings if needed due to changing conditions.
    - i. Take master key inventory, and submit report to COO, area superintendents, and FMO officer.
    - ii. Remove card access.
3. Require principals to develop a written plan for student checkout and submit to their area superintendent by a pre-determined date. Ensure principals carefully review requirements below and consult their area superintendent and school support officer if further clarification is needed.
  - a. Organize a drive-thru student checkout process using various campus parking lots or covered bus drives, if possible, and make provisions for walk-up checkouts.
  - b. Determine staff needs to facilitate an efficient checkout process while limiting staff to 25 percent of building capacity.
  - c. Prohibit students from moving freely through the building.
  - d. Document adherence to physical distancing.
    - i. Wear personal protective equipment.
    - ii. Remain 6 feet apart from all others.
    - iii. Prohibit physical contact, such as hugging and handshaking.
  - e. Provide masks during first checkout session and require students wear them.
  - f. Establish an efficient process with a limited number of stations so students don't have to go to multiple places within a building.
  - g. Collect technology assets from graduating seniors and students not participating in summer school.
  - h. Re-check out technology assets to students in summer school.
4. Require employees and visitors enter through designated entry points for screening in alignment with district screening protocols for campus-based employees and visitors.



- a. See Campus-Based Entry Screening section for more detailed information.
- 5. Implement safety protocols in alignment guidance from the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.
  - a. Practice physical distancing and remain 6 feet apart from all others.
  - b. Wear masks and gloves while working in or visiting any HISD facility.
  - c. Prohibit physical contact.
  - d. Minimize traffic inside facilities.
  - e. Reprimand employees who violate health advisories or mandates.
  - f. Limit student and staff bags and backpacks.
  - g. Prohibit sharing of supplies and personal items, including pens, pencils, water bottles, crayons, face masks, books, etc.
  - h. Remove furniture and soft surfaces, including bean bags, sofas, rugs, stuffed animals.
  - i. Use floor mats/nap mats with impermeable material cover for pre-kindergarten and primary students.
  - j. Provide appropriate educational resources — handouts, videos, signage — to all employees.
- 6. Direct custodial staff to continue to clean campuses and require custodians to begin summer cleaning duties on June 1, with disinfection taking place while summer cleaning is underway.
  - a. Clean desks.
    - i. Ask teachers to clean/wipe down desks and common surfaces (doorknobs) between and after each class.
    - ii. Ask students to participate in supplemental cleaning.
    - iii. Ensure standard wipes are available in each classroom.
  - b. Clean keyboards
    - i. Cover keyboards with plastic wrap and wipe them down.
  - c. Clean restrooms rigorously and frequently.
    - i. Equip custodial staff with the necessary supplies to clean thoroughly.
    - ii. Stock restrooms with soap and paper towels.
    - iii. Seat covers are recommended for toilets; but cost is being reviewed by custodial as dispensers are needed for seat covers.
    - iv. Establish hand hygiene stations throughout the campus in the main entrance and every classroom.
  - d. Ask teachers to empty cabinets and desks and move furniture before summer cleaning.
  - e. Ask campus administration to assist with cleaning and disinfecting by wiping down high-contact surfaces.
  - f. Present to principals a detailed summer cleaning plan and schedule — including cleaning plan details, as well as the process for requesting additional services — and request approval.
  - g. Relocate custodial staff temporarily, if needed, once summer cleaning plan has been achieved and expect campus to maintain condition until school starts.
  - h. Clean outdoor areas like playgrounds in schools and parks as normal.
    - i. Clean routinely high-contact surfaces made of plastic or metal, such as grab bars and railings.
    - ii. Don't clean and disinfect wooden surfaces, such as play structures, benches, tables, or groundcovers like mulch and sand.
    - iii. Aug. 1 (tentative) – Begin reinstalling basketball goals.

- iv. Aug. 15 (tentative) – Begin reopening playground areas.
- v. Require students to sanitize before going to the playground area and wash their hands upon return to the building.
- i. Require plant operators to complete the following job assignments and procedures for summer cleaning:
  - i. Clean classrooms, offices, cafeteria, and hallways from top to bottom.
    - Clean interior and exterior windows.
    - Clean window blinds and shades.
    - Clean light fixtures and covers.
    - Clean walls, ledges, and corners.
    - Clean chalkboards.
    - Clean floors (top scrub or shampoo with up to 10 coats of wax in hallways and up to four coats of wax in classrooms but no stripping). Apply up to 10 coats of clarion wax, which lasts until it is walked down and helps prevent the spread of illness.
    - Dust high surfaces.
    - Clean furniture in life skills classes and minimize potentially infectious surfaces by limiting furniture and items on shelves.
    - Change filters for HVAC vents and grills frequently — after cleaning or when positive cases are determined.
    - Replace lights bulbs as needed.
    - Clean baseboards.
    - Clean and wipe down shelves frequently; empty them daily. Wipe down hooks daily.
- j. Clean restrooms and locker rooms and minimize locker usage.
  - i. Power wash walls and shower areas after each use.
  - ii. Clean lockers (interior and exterior) frequently.
  - iii. Remove graffiti.
  - iv. Remove debris.
  - v. Clean toilets and urinals.
  - vi. Disinfect all areas.
- k. Clean gym and wood floors.
  - i. Clean bleachers (debris, gum, and graffiti)
  - ii. Remove gum from the floor, as well as marks and excess finish.
  - iii. Apply wood finish.
- l. Pressure wash and degum the following:
  - i. De-gum T-building stairs, ramps, and skirts.
  - ii. De-gum patio areas.
  - iii. De-gum sidewalks and floor mats.
  - iv. Clean panels around building.
- m. Inform campuses they can request and fund additional services, such as stripping, waxing, power washing of entire campus/T-buildings, and recoating gym floors. Provide a pricing sheet, including materials and labor.

7. Observe July 20-31, 2020, as custodial "dead weeks."
  - a. Prohibit access to classrooms, common areas, cafeterias, gyms, locker rooms, etc.
  - b. Ensure campus is vacant and coaches know gyms and locker rooms are closed to allow custodians unconstrained access to all areas for cleaning.
  - c. Require any office personnel accessing the campus to pull trash daily and place it outside the front office door and limit their use of buildings and restrooms to the front office and adjacent areas.
  - d. Prohibit campus events and instruct campus staff to contact the custodial office at 713-670-3905 regarding schedule conflicts.
  - e. Email General Manager Nicole Ware Barnett at [nware@houstonisd.org](mailto:nware@houstonisd.org) with concerns.

## FACILITY MANAGEMENT – CLEANING AND SANITIZATION PROTOCOLS

### ***Task Summary***

Develop cleaning and sanitization protocols in response to the COVID-19 pandemic.

### ***Plan Summary***

Implement enhanced workplace sanitization protocols while prioritizing student and staff safety and mitigating transmission of COVID-19..

### ***Procedures & Actions***

#### **PROCEDURE: ADHERE TO CENTERS FOR DISEASE CONTROL AND PREVENTION GUIDELINES FOR CLEANING, SANITIZATION, AND DISINFECTION**

1. Follow specifications established by the Centers for Disease Control and Prevention for cleaning, sanitizing, and disinfecting.
  - a. Cleaning removes dirt, germs, and impurities from surfaces and works by using soap (or detergent) and water to physically remove germs from surfaces. While cleaning may lower the risk of spreading infectious agents, such as viruses and bacteria, it does not kill them.
  - b. Disinfection requires the use of chemicals that kill germs. Disinfecting hard surfaces and textiles after cleaning them can further reduce the risk of spreading infections. Disinfecting does not necessarily clean dirty surfaces or remove germs, but it can further lower the risk of spreading infection by killing germs on a surface after cleaning.
  - c. Sanitizing surfaces or objects to a safe level, as determined by public health standards, reduces the amount of germs. This process works by either cleaning or disinfecting surfaces to lower the risk of spreading infection.
2. Follow Centers for Disease Control and Prevention guidelines to clean and disinfect hard surfaces.
  - a. Wear proper personal protective equipment — including masks, gloves, and goggles — during cleaning and disinfecting process.
    - i. Wear N95 masks, if available, or consider surgical masks or face shields. Wear goggles and disposable gloves (double glove, if possible) to clean and disinfect.
  - b. Clean surfaces first using soap and water, then disinfectant.
  - c. Clean and disinfect more frequently based on the level of use, increasing cleaning frequency (at least twice daily) of high touch surfaces, including tables, doorknobs, light switches, handrails, countertops, handles, desks, electronics, phones, keyboards, elevators and vending machines buttons toilets, faucets, sinks, etc.
  - e. Clean and disinfect surfaces and objects in public places, such as POS and keypads, before each use.

- f. Follow recommended use of EPA-registered household disinfectant, follow label instructions to ensure safe and effective use, and remember that many products recommend:
  - i. Keeping surface wet for some time (see product label).
  - ii. Wearing gloves and ensuring good ventilation during product use.
- g. Use diluted household bleach solutions if appropriate for the surface.
  - i. Check label to see if bleach is intended for disinfection and ensure product is not past its expiration date. Note that some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
  - ii. Properly dilute unexpired household bleach to create a solution effective against coronaviruses. Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave the solution on the surface for at least one minute.
  - iii. Make a bleach solution by mixing 5 tablespoons or 1/3 cup of bleach per gallon of water or 4 teaspoons of bleach per quart of water
3. Follow Centers for Disease Control and Prevention guidelines to clean and disinfect soft surfaces, such as carpeted floors, rugs, and drapes.
  - a. Clean surface using soap and water or with cleaners appropriate for use on these surfaces.
  - b. Launder items according to manufacturer's instructions, if possible.
    - i. Use the warmest appropriate water setting and dry items completely.
    - ii. Disinfect with an EPA-registered household disinfectant as alternative to laundering.
  - c. Vacuum as usual.
4. Follow Centers for Disease Control and Prevention guidelines to clean and disinfect electronics, such as tablets, touch screens, keyboards, remote controls, time clocks, and ATMs.
  - a. Disinfect at least twice daily and between users, and use disposable plastic coverings on keyboards and desk surfaces.
  - b. Place sanitizer dispensers near each timeclock, ATM, and card reader, and place plastic wrap over the device.
  - c. Integrate clocking in/time reporting into card access.
  - d. Consider putting a wipeable plastic wrap or cover on electronics.
  - e. Follow the manufacturer's instructions for cleaning and disinfecting or use alcohol-based wipes or sprays containing at least 70 percent alcohol, if there is no guidance. Dry the surface thoroughly.
5. Include in daily cleaning dusting, wet mopping all floors, especially high traffic areas, removing trash, wiping vents, spot cleaning and vacuuming carpets, and cleaning all horizontal surfaces.
6. Ask students and teachers to safely contribute to cleaning/disinfecting classroom surfaces.
7. Follow Centers for Disease Control and Prevention guidelines to clean and disinfect the building if an occupant is sick.
  - a. Close off areas used by the person who is sick — buildings do not necessarily need to stop operations if affected areas can be closed off.
  - b. Open outside doors and windows to increase air circulation in the area.
  - c. Wait 24 hours or as long as possible before cleaning or disinfecting.
  - d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared electronic equipment, such as tablets, touch screens, keyboards, remote controls, and ATMs.
  - e. Vacuum the space, if needed, using a vacuum equipped with a high-efficiency air (HEPA) filter, if available.

- i. Wait to vacuum until room or space is empty, such as at night for common spaces or during the day for private rooms, but do not vacuum a room or space that has people in it.
- ii. Consider temporarily turning off room fans and the central HVAC system that services the space to prevent particles that escape the vacuum from circulating throughout the facility.
- f. Open the area for use once it has been appropriately disinfected.
- g. Allow workers without close contact with the person who is sick to return to work immediately after disinfection.
- h. Do not complete additional cleaning and disinfection if it has been more than seven days since the person who is sick visited or used the facility, but do continue with all routine cleaning and disinfection, including everyday practices that the district normally uses to maintain a healthy environment.

#### **PROCEDURE: IMPLEMENT RESTROOM PROTOCOLS**

1. Clean and disinfect restrooms throughout the day, ensure availability of proper supplies, including toilet paper, soap, and paper towels, and remove trash promptly when containers are full.

## **FACILITY MANAGEMENT – FACILITY CONSTRUCTION**

### ***Task Summary***

Safely return Construction Services employees to their office workspace, while mitigating the transmission of COVID-19.

### ***Plan Summary***

Establish protocols for regular screening of returning employees and maintaining appropriate physical distancing and workplace sanitization. Employees will return in four phases, with all employees notified in advance of their expected return. All employees – whether in the office or working from home – will follow the district’s regular summer and school year schedules.

### ***Procedures & Actions***

#### **PROCEDURE: SCREEN ALL EMPLOYEES, VISITORS, VENDORS, AND CONSULTANTS**

1. Establish campus- and building-based Wellness Teams responsible for conducting entry screening.
  - a. Direct administrator to assign staff to Wellness Team.
2. Post signage detailing COVID-19 symptoms at designated entry points.
3. Require all employees, visitors, vendors, and consultants to undergo screening in accordance with district screening protocols.
  - a. See Campus-Based and All Other Departments Entry Screenings sections for more detailed information.
4. Require employees submit to their supervisor every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.
  - a. Provide both digital and paper-based questionnaire.
  - b. Assign staff member to collect, review, and then destroy questionnaires.
  - c. Assign campus task force to monitor completion and submission and recommend follow-up action as needed.
  - d. Conduct employee spot checks to ensure compliance.
5. Require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.

**PROCEDURE: REQUIRE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT**

1. Require all employees to wear a mask covering both the nose and mouth while working in or visiting any HISD facility.
2. Issue face masks to all HISD employees upon their return to work, with frequency of distribution determined by job responsibilities.
3. Require employees read and sign the appropriate personal protective equipment acknowledgment form when they are issued an HISD mask or when arrive at the building with their own mask.
4. Allow as acceptable both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves.
5. Ensure personal masks comply with the HISD Dress Code and are not inappropriate or derogatory in nature.
6. Wear mask at all times when outside your personal office space, in common areas, or when unable to maintain 6 feet of distance from other people.
7. Allow masks to be removed when employees are sitting in their personal cubical or office and at least 6 feet away from anyone else.
8. Allow employees to wear gloves at their own discretion.

**PROCEDURE: PROVIDE TRAINING AND EDUCATIONAL INFORMATION TO EMPLOYEES**

1. Provide educational information focused on health and safety precautions and guidelines, best practices for returning to the office, COVID-19 risk factors, and recommended protective behaviors, such as cough etiquette, work area disinfection, personal protective equipment use, etc.
2. Require employees to acknowledge receipt of personal protective equipment, handouts, training, and other educational information before returning to work.

**PROCEDURE: IMPLEMENT PHYSICAL DISTANCING AND WORKPLACE DISINFECTION PLAN**

1. Encourage employees to routinely clean and disinfect high-contact workplace surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - a. Clean and disinfect twice per day — mid-morning and mid-afternoon — using an district-approved disinfectant. Note that custodial staff will clean any dirty surfaces with detergent or soap before disinfection at the end of the day.
  - b. Prohibit employees from using each other's phones, desks, offices, and other office equipment when possible. Instruct employees to clean and disinfect equipment after each use, if it must be shared.
  - c. Provide employees with disposable wipes (subject to availability) to clean and disinfect commonly used surfaces before each use.
2. Reconfigure workstations and office spaces to provide at least 6 feet of distance between employees not located in individual rooms and/or separated by a door.
  - a. Provide a physical barrier between employees if 6 feet of distance cannot be achieved.
3. Establish virtual meetings as the primary method for conducting business.
  - a. Conduct face-to-face meetings only when absolutely required.
  - b. Ensure any face-to-face meetings are scheduled in advance and take place in designated areas.
  - c. Practice physical distancing requiring 6 feet between all individuals.
  - d. Use conference rooms only when face-to-face meetings are absolutely necessary.
  - e. Limit participation to 10 people and require physical distancing.
  - f. Position chairs 6 feet apart and post physical distancing signage.

5. Repurpose conference rooms, break rooms, and other communal spaces to allow for more distance when gathering is unavoidable, but allow no more than 10 people at one time.
6. Install physical barriers (clear plexiglass, polycarbonate, etc.) in common, high-traffic, and public areas, such as the reception desks, senior administrative assistant workstations, and other similar frequently visited areas.
7. Post physical distancing and hand wash hygiene signage throughout the building and in restrooms.
8. Install hand sanitizing stations throughout the building and near each work area, depending on availability.

#### **PROCEDURE: IMPLEMENT SAFETY GUIDELINES FOR CONSTRUCTION SITE VISITS**

1. Assess on-site conditions and determine whether it is an unhealthy situation with the potential for COVID-19 transmission.
2. Observe the contractor's policies and cooperate with their program while on site, as many construction companies have instituted robust Work Safe programs and COVID-19 measures at project sites.
3. Enter structures of new construction and renovation projects when you can maintain reasonable physical distancing and follow procedure below if you determine conditions are unsafe.
  - a. Ask a contractor or representative to go inside and document the area for observation or inspection with his/her device. Be clear about what you are looking for and/or what they want you to see in the construction work. Do not share your phone.
  - b. Maintain a safe distance and check all pictures before leaving the site. Make sure the photographs are clear and depict all necessary aspects of the physical inspection.
  - c. Ask the contractor or representative to send all pictures to your district email before leaving the site.
  - d. Include all photos and documents in your project folder on the departmental common drive on the district server.
  - e. Leave a notice documenting the visit, including date, time, and information to reschedule the observation/inspection, if a contractor or representative is not present or available.





# HISD COMMUNICABLE DISEASE PLAN

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## NUTRITION

## NUTRITION SERVICES – PERSONNEL AND FOOD SAFETY PROTOCOLS

### **Task Summary**

Develop protocols for the return of Nutrition Services employees to their workstations while mitigating exposure to COVID-19.

### **Plan Summary**

Return employees to work while controlling the exposure of people, products, and equipment to potential contact with infectious bacteria, viruses, and bodily fluids through adherence to established guidelines regarding physical distancing, personal hygiene, disinfecting procedures, and personal protective equipment.

### **Procedures & Actions**

#### **PROCEDURE: SCREEN ALL EMPLOYEES, VISITORS, VENDORS, AND CONSULTANTS**

1. Establish campus- and building-based Wellness Teams responsible for conducting entry screening.
  - a. Direct administrator to assign staff to Wellness Team.
2. Post signage detailing COVID-19 symptoms at designated entry points.
  - a. Require employees and visitors enter the Nutrition Services Hexser T. Holliday Food Services Support Center through the front entrance for screening.
  - b. Require warehouse and production employees to enter either through the main warehouse entrance or Door 18 located next to the catering dock — whichever is closest to their work location.
3. Require all employees, visitors, vendors, and consultants to undergo screening in accordance with district screening protocols.
  - a. See Campus-Based and All Other Departments Entry Screenings sections for more detailed information.
4. Require employees submit to their supervisor every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.
  - a. Provide both digital and paper-based questionnaire.
  - b. Assign staff member to collect, review, and then destroy questionnaires.
  - c. Assign campus task force to monitor completion and submission and recommend follow-up action as needed.
  - d. Conduct employee spot checks to ensure compliance.
5. Require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.

#### **PROCEDURE: LIMIT EMPLOYEE EXPOSURE TO BACTERIA AND VIRUSES**

1. Require employees who have tested positive for COVID-19 to remain home in accordance with the Health and Medical Services Procedural Guideline for Exposure, Suspected, or Confirmed Positive Covid-19 Students, Employees, and Visitors (See Appendix 81).
2. Require each department to track absences to look for possible infection trends

#### **PROCEDURE: REQUIRE APPROPRIATE PERSONAL PROTECTION EQUIPMENT**

1. Wear appropriate personal protective equipment when onsite, including masks which will be provided to Nutrition Services staff.
2. Require gloves only when working in direct contact with food or food equipment, custodial cleaning, or large quantities of paperwork.
3. Allow for removal of personal protective equipment when eating or drinking during breaks and/or lunch.

4. Establish special guidelines for the following areas:
  - a. Emergency food assembly
    - i. Require hairnets and beard guards in assembly area.
    - ii. Require long sleeves, gowns, or a disposable apron be worn as a barrier.
    - iii. Require disposable gloves be worn when handling food items or boxes and changed frequently, especially when damage occurs.
    - iv. Require masks be worn during assembly process.
    - v. Require masks not be reused and replaced if they become soiled or damp.
  - b. Production/Kitchen
    - i. Require masks not be reused and replaced if they become soiled or damp.
    - ii. Provide masks daily only to Nutrition Services staff.

#### **PROCEDURE: IMPLEMENT PHYSICAL DISTANCING**

1. Direct managers to work with and monitor employees to ensure they understand and practice proper physical distancing.
  - a. Require immediate compliance if employees are observed to be non-compliant and retrain employees on proper procedures to minimize potential health risks.
  - b. Document occurrence and take appropriate disciplinary action — including option of sending employee home — if employee has been retrained and remains non-compliant.
2. Position workstations to allow employees to be at least 6 feet apart.
3. Stagger lunch times or reduce capacity to allow for physical distancing and offer box lunches.
4. Limit meetings to no more than 10 individuals, using virtual meetings for all larger groups.

#### **PROCEDURE: ADHERE TO PUBLIC HEALTH HYGIENE RECOMMENDATIONS**

1. Require employees to follow hand hygiene and respiratory etiquette as outlined by the Centers for Disease Control and Prevention.
  - a. Require employees to routinely wash and sanitize their hands using either soap or hand sanitizer.
  - b. Reinforce hand-washing with soap and water for at least 20 seconds, as well as the use of hand sanitizer containing at least 60 percent alcohol, if soap and water are not readily available.
    - i. Use hand sanitizer only hands are not visibly dirty, as visibly dirty hands must first be washed with soap and water.
  - c. Follow proper hand-washing procedures after touching commonly used items.
  - d. Refer employees to the following site for hand-washing guidance: <https://www.cdc.gov/hand-washing/when-how-hand-washing.html>.
  - e. Practice proper coughing or sneezing etiquette and properly dispose of anything that comes into contact with the mouth and nose, including tissues and eating utensils.
2. Avoid touching the face, nose, mouth, and avoid rubbing eyes.
3. Avoid contact with individuals displaying symptoms of illness.
4. Stay home if a family member is ill or showing signs of illness.

#### **PROCEDURE: ENHANCE CUSTODIAL CLEANING AND DISINFECTION**

1. Practice routine cleaning of frequently touched surfaces — tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.— using soap and water if visibly soiled.

2. Disinfect cleaned surfaces and allow them to air dry, and use paper towels or disposable towels to wipe down non-food contact areas two to three times per day, or more if needed.
3. Use specific department-based disinfectants in a well-ventilated area.
  - a. Emergency Distribution
    - i. Bleach solution: Use diluted household bleach solutions if appropriate for the surface.
    - ii. Oasis 146 sanitizer solution.
  - b. Hexser T. Holliday Food Services Support Center
    - i. Buckeye Sanicare Quat-256: Use two ounces of sanitizer per gallon of water to kill SARS-associated coronavirus.
  - c. Production/Kitchens
    - i. Bleach solution: Use diluted household bleach solutions if appropriate for the surface.
    - ii. Oasis 146 sanitizer solution.
    - iii. TB disinfectant (ready to use): Use on counters, sinks, appliance, and stovetops. Rinse with drinking water required for surfaces in direct contact with food.
4. Prepare fresh cleaning solutions for each use or as soon as the solution becomes visibly diluted, clouded, or soiled.
5. Wear proper personal protective equipment when cleaning and disinfecting.

## NUTRITION SERVICES – STUDENT MEALS: IN-PERSON INSTRUCTION

### **Task Summary**

Outline processes and procedures for all eligible schools to receive reimbursable student meals based on enrollment and daily attendance options.

### **Plan Summary**

Prepare and serve high-quality student meals that will meet or exceed United States Department of Agriculture (USDA) and Texas Department of Agriculture (TDA) guidance and regulations. Prepare and serve food to students in a clean and safe environment that utilizes physical distancing. Require personal protective equipment, including masks, in accordance with district and public health standards. Continue to provide meals to students with special dietary requirements, as needed. Prohibit school-based competitive food sales, parent meal visitations, and food bought or sold on campus by outside vendors to mitigate the transmission of COVID-19 within the school.

### **Procedures & Actions**

#### **PROCEDURE: PROVIDE BREAKFAST IN THE CLASSROOMS**

1. Distribute individually wrapped meals to all students in prekindergarten through 12th grade classes.
  - a. Assign Nutrition Services and/or other designated staff to distribute meals, including 8 ounces of potable water and wrapped utensils.
  - b. Require both students and staff to wear proper personal protective equipment.
2. Ensure all classrooms are cleaned and desks and tables are disinfected prior to meal delivery.
3. Direct students to place their individualized meal cards in a container after they receive their meal to ensure point of service accountability and ensure meal cards are disinfected and returned to classrooms before day's end.
4. Clean desk areas per sanitation protocol upon the completion of service.

**PROCEDURE: PROVIDE LUNCH IN THE CLASSROOMS**

1. Distribute individually wrapped meals to all students in prekindergarten through 12th grade classes.
  - a. Assign Nutrition Services and/or other designated staff to distribute meals, including 8 ounces of potable water and wrapped utensils.
  - b. Require both students and staff to wear proper personal protective equipment.
2. Ensure all classrooms are cleaned and desks and tables are disinfected prior to meal delivery.
3. Direct students to place their individualized meal cards in a container after they receive their meal to ensure point of service accountability and ensure meal cards are disinfected and returned to classrooms before day's end.
4. Clean desk areas per sanitation protocol upon the completion of service.

**PROCEDURE: PROVIDE SNACK AND AFTER-SCHOOL AT-RISK SUPPER IN CLASSROOMS**

1. Distribute individually wrapped meals to all students in prekindergarten through 12th grade classes.
  - a. Assign Nutrition Services and/or other designated staff to distribute meals, including 8 ounces of potable water and wrapped utensils.
  - b. Require both students and staff to wear proper personal protective equipment.
  - c. Distribute snacks to students participating the in the National School Lunch Program at designated times prior to dismissal.
  - d. Distribute supper to students participating the in the At Risk Afterschool Supper Program after daily dismissal.
2. Ensure all classrooms are cleaned and desks and tables are disinfected prior to meal delivery.
3. Direct students to place their individualized meal cards in a container after they receive their meal to ensure point of service accountability and ensure meal cards are disinfected and returned to classrooms before day's end.
4. Clean desk areas per sanitation protocol upon the completion of service.

**NUTRITION SERVICES – STUDENT MEALS: HYBRID LEARNING****PROCEDURE: PROVIDE STUDENT MEALS THROUGH IN-PERSON SERVICE AND TAKE HOME MEAL KITS UNDER HYBRID LEARNING MODEL**

1. Provide students at school with breakfast and lunch, including 8 ounces of potable water and wrapped utensils, in classrooms or cafeterias.
  - a. Provide daily, individually wrapped meals to students receiving meals in a standard cafeteria setting, holding all meals at proper temperature before meal service.
  - b. Ensure students adhere to physical distancing in cafeteria while approaching and waiting in line, sitting in the cafeteria, and returning to classrooms.
  - c. Require students wash their hands before entering the cafeteria and after eating.
  - d. Disinfect dining tables and designated areas prior to seating students in the cafeteria and after each meal service.
2. Require students and staff to wear masks and any other required personal protective equipment during meal periods in the cafeteria, designated areas, or classrooms, only allowing students to remove masks for eating and drinking.
3. Distribute upon dismissal multi-day, take-home meal kits to all students who are enrolled in school at least one day per week.

4. Offer curbside distribution model only to students who are enrolled in full-time virtual learning, but not to students receiving in-person instruction at least one day per week.

## NUTRITION SERVICES – STUDENT MEALS: VIRTUAL LEARNING

### **Task Summary**

Outline processes and procedures to provide high-quality food for all students enrolled in virtual learning.

### **Plan Summary**

Adopt Curbside Summer Meals model to ensure high-quality student meals that meet or exceed United States Department of Agriculture and Texas Department of Agriculture guidance and regulations are safely and easily available to students enrolled in virtual learning.

### **PROCEDURE: PROVIDE CURBSIDE MEAL SERVICE FOR STUDENTS ENROLLED IN VIRTUAL LEARNING**

1. Provide reimbursable seven-day meal kits on Mondays and Thursdays through the Nutrition Services curbside summer meals distribution model at schools and/or other identified locations.
2. Ensure each meal kit includes seven days of reimbursable school breakfast, lunch, reimbursable snack and at-risk afterschool supper meal, if approved by the Texas Department of Agriculture.
3. Provide meals for each day identified on the school calendar (308 days), including weekends, holidays and vacation breaks.
4. Maintain physical distancing and use personal protective equipment during curbside distribution.
5. Allow meal kits to be picked by students, parents, or guardians.
6. Develop and implement compliance and accountability processes that meet or exceed United States Department of Agriculture and Texas Department of Agriculture regulations.

## NUTRITION SERVICES – STUDENT MEALS: SPECIAL DIETARY NEEDS

### **Procedures & Actions**

### **PROCEDURE: ACCOMMODATE STUDENT SPECIAL DIETARY NEEDS**

1. Allow students with health or medical concerns to eat in approved designated area with adult supervision provided physical distancing and sanitation protocols are maintained in accordance with district policy.
2. Provide meals accommodations — within reason — to students with medically documented disabilities, as long as meals follow same service style and m type provided for other students on campus.
3. Ensure special diet students fall within three basic categories for receiving accommodations:
  - a. Supplements/Milk Substitution: Accommodate easily on campus or in meal kits, as is already being done through the 2020 Curbside Summer Meals program.
  - b. Texture Modification: Prepare, package, and safely provide as part to students on campus, as food must be hot.
  - c. Menu Modifications – Provide special diet menus for both students on campus, as well as in meal kits, though variety will be restricted due to cooking and packaging constraints and shelf stable or cold foods may not be an option to meet all student's needs.

### **PROCEDURE: ADDRESS ALLERGY CONCERNS**

1. Partner with Health and Medical Services to provide a safe environment for students with allergy concerns.

2. Remove from classrooms during meal service any students with airborne food allergies.
3. Allow students with health or medical concerns to eat in approved designated area with adult supervision provided physical distancing and sanitation protocols are maintained in accordance with district policy.
4. Understand Nutrition Services can provide safe, allergen-free meals to students receiving curbside meals, but not to all students in classrooms.

## NUTRITION SERVICES – HATTIE MAE WHITE CAFÉ & STARBUCKS

### ***Task Summary***

Outline protocols and guidelines to restore operations at Hattie Mae White Café while mitigating transmission of COVID-19.

### ***Plan Summary***

Restore operations at the Hattie Mae White Café utilizing State of Texas and public health guidelines regarding physical distancing, personal hygiene, disinfecting procedures, personal protective equipment, and operating capacity.

### ***Procedures & Actions***

#### **PROCEDURE: SCREEN ALL HATTIE MAE WHITE CAFÉ EMPLOYEES**

1. Require all Hattie Mae White Café employees to enter through the main Hattie Mae White Educational Support Center to undergo screening in accordance with district employee screening protocols.
  - a. See All Other Departments Entry Screenings sections for more detailed information.
2. Require employees submit to their supervisor every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.
  - a. Provide both digital and paper-based questionnaire.
  - b. Assign staff member to collect, review, and then destroy questionnaires.
  - c. Assign campus task force to monitor completion and submission and recommend follow-up action as needed.
  - d. Conduct employee spot checks to ensure compliance.
3. Require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.

#### **PROCEDURE: LIMIT EMPLOYEE EXPOSURE TO BACTERIA AND VIRUSES**

1. Require employees who have tested positive for COVID-19 to remain home in accordance with the Health and Medical Services Procedural Guideline for Exposure, Suspected, or Confirmed Positive Covid-19 Students, Employees, and Visitors (See Appendix 81).
2. Require each department to track absences to look for possible infection trends.
3. Wear appropriate personal protective equipment (PPE) when onsite, including masks which will be provided to café staff daily or when soiled.
4. Adhere to physical distancing in the workplace.
5. Stagger lunch times to allow for physical distancing and provide box lunches for staff.
6. Allow for removal of personal protective equipment when eating or drinking during breaks and/or lunch.
7. Prohibit employees from bringing food from home or from storing any personal food items in building refrigeration.

**PROCEDURE: REQUIRE ADHERENCE TO PUBLIC HEALTH HYGIENE RECOMMENDATIONS**

1. Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
2. Require employees to follow hand hygiene and respiratory etiquette as outlined by the Centers for Disease Control and Prevention:
  - a. Require employees to routinely wash and sanitize their hands using either soap or hand sanitizer containing at least 60 percent alcohol.
  - b. Reinforce hand-washing with soap and water for at least 20 seconds, as well as the use of hand sanitizer containing at least 60 percent alcohol, if soap and water are not readily available.
    - i. Use hand sanitizer only hands are not visibly dirty, as visibly dirty hands must first be washed with soap and water.
  - c. Follow proper hand-washing procedures after touching commonly used items.
  - d. Require employees wash or sanitize hands upon entering the workplace, in between customer interactions, and immediately after removing gloves.
  - e. Refer employees to the following site for hand-washing guidance: <https://www.cdc.gov/hand-washing/when-how-hand-washing.html>.
  - f. Practice proper coughing or sneezing etiquette and properly dispose of anything that comes into contact with the mouth and nose, including tissues and eating utensils.
3. Avoid touching the face, nose, mouth, and avoid rubbing eyes.
4. Avoid contact with individuals displaying symptoms of illness.
5. Stay home if a family member is ill or showing signs of illness.

**PROCEDURE: STREAMLINE HATTIE MAE WHITE CAFÉ OPERATIONS**

1. Reduce number of employees staffing Hattie Mae White Café to limit staff and customer exposure to potential infection.
  - a. Assign two staff per shift, with the Starbucks station open and serving as register one and a cashier assigned to a checkout lane serving as register two.
  - b. Assign duties to cashier: sanitize café area and replenish grab and go meals, hot gravity feed, and beverage station.
2. Require staff wear personal protective equipment, including gloves and masks, provided by Nutrition Services.
3. Install protective plastic shields at both registers to ensure the safety of staff and customers.
4. Prepare food at the Hexser T. Holliday Food Services Support Center and deliver to Hattie Mae White Café.
5. Require HISD vendors to follow district visitor screening and safety protocols when doing business at Hattie Mae White Café.
  - a. Require vendors wear proper personal protective equipment, enter through Hattie Mae White Educational Support Center main entrance, and check in at front desk to be screened in accordance with district visitor protocols.
  - b. Isolate and turn away vendors who fail to meet screening standards.
  - c. Direct vendors who meet screening standards to back loading dock door to unload deliveries in accordance with physical distancing and under café staff supervision.
  - d. Notify vendors that deliveries will not be accepted prior to screening and that all vendors must wear and provide their own personal protective equipment, or they will not be allowed entry.
  - e. Post signage notifying vendors of safety procedures on back door.
6. Keep back loading dock closed at all times.



7. Ensure café staff follows assigned cleaning duties and schedules.
  - a. Clean surfaces using soap and water if visibly soiled and disinfect surfaces once cleaned.
  - b. Practice routine cleaning of frequently touched surfaces, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
  - c. Prepare a fresh solution for each use or more often if the solution becomes visibly diluted, clouded, or soiled.
8. Require staff to wash and sanitize their hands and replace gloves after cleaning.

## **PROCEDURE: REOPEN HATTIE MAE WHITE CAFÉ IN ALIGNMENT WITH STATE HEALTH PROTOCOLS**

1. Operate dine-in service at 25 percent of total listed capacity not including café employees.
2. Enact enhanced physical distancing and safety protocols.
  - a. Install hand sanitizing stations at café entrance, seating area entrance, and both cashier stations.
  - b. Post café menus at the front kiosk and discontinue use of printed menus.
  - c. Require physical distancing for all parties dining in the café and limit seating to two people per table.
  - d. Post signage outlining seating procedures.
  - e. Install physical distancing markers on the café floor.
  - f. Set up stanchions at the entrance directing customers to cashier lines, sanitizing stations, and seating areas.
  - g. Prohibit storage of any items — condiments, silverware, glassware, or other traditional items found on unoccupied tables or countertops — on tabletops and countertops.
  - h. Store single-use condiments behind registers and make available only upon request.
3. Encourage contactless payment to minimize contact.
  - a. Allow customers to swipe their own credit card at the register.
  - b. Disinfect pens after each credit card transaction if a signature is required.
  - c. Change out gloves after handling cash transactions.
4. Offer limited menu that minimizes food handling by staff and customers.
  - a. Limit available merchandise to grab and go items and pre-packaged meals, hot pre-packaged gravity feed items, bottled and canned beverages, Starbucks beverages, and pre-packaged snacks.
  - b. Eliminate self-service fountain drink station, center hotline and grill, condiment station, and microwave station, and remove all microwaves from the floor.

## **NUTRITION SERVICES – WAREHOUSE SERVICES (STORAGE AND DISTRIBUTION)**

### ***Task Summary***

Develop a contingency plan should the warehouse need to be closed due to a potential COVID-19 closure, which would directly impact the ability to deliver food items to school cafeterias.

### ***Plan Summary***

Implement contingency plan designed to limit the impact of a mass quarantine of warehouse employees by establishing food storage hub sites and direct access to outside vendors.

**Procedures & Actions****PROCEDURE: ESTABLISH WAREHOUSE INFECTION PROTOCOLS**

1. Follow Health and Medical Services Procedural Guideline for possible and confirmed COVID-19 cases as outlined in the HISD Health and Medical Services Procedural Guideline For Exposure, Suspected, or Confirmed Positive Covid-19 Students, Employees, and Visitors (See Appendix 81).
2. Coordinate with Facilities, Maintenance, and Operations for deep cleaning and sanitization.
  - a. Clean and disinfect warehouse offices, high touch areas — including break areas, delivery trucks, forklifts, high reach, etc. — and fog areas where food is not stored.
  - b. Clean and disinfect Nutrition Services offices — including hallways, breakrooms, lunchroom, main entrance, restrooms, and all frequently touched surfaces — if applicable and fog in all areas.

**PROCEDURE: ESTABLISH SAFETY PROTOCOLS TO REDUCE THE POTENTIAL IMPACT OF MASS QUARANTINE**

1. Assign delivery drivers to alternating work schedule to maintain driver availability in the event of a closure.
2. Assign office and warehouse personnel on an alternating work schedule to ensure availability in the event of a closure.
3. Require drivers to follow physical distancing and personal protective equipment guidelines as outlined in SOP 101 Return to Work Plan (See Appendix 85) while in the warehouse and delivery trucks and during school deliveries.
  - a. Limit employees to one per vehicle during deliveries and product pickups and when that is not possible ensure proper personal protective equipment is worn at all times in the vehicle and throughout the delivery or pick up process.
4. Call in hourly employees to assist as needed.

**PROCEDURE: UTILIZE OUTSIDE VENDORS IN THE EVENT OF A WAREHOUSE CLOSURE**

1. Place orders directly with vendors and have all items delivered directly to kitchens at designated feeding sites.
2. Designate four outside vendors for dry and refrigerated food items.
  - a. Oak Farms: Dairy
  - b. Hardies: Produce
  - c. Masters: Dry Goods
  - d. Kurtz: Bread

**PROCEDURE: DESIGNATE FOOD STORAGE HUBS**

1. Designate eight to 10 hub sites to store frozen food items that can be redistributed to individual feeding sites.
  - a. Determine foods based on dietician-approved menu and current site inventory provided by area operations manager.
2. Store emergency meal kits at hub sites for use during the first two days of feeding during warehouse closures.
3. Follow food safety guidelines when delivering food items to kitchens as outlined in SOP 209 Warehouse Shipping (See Appendix 91).

**PROCEDURE: REQUIRE MANAGEMENT TO MONITOR WAREHOUSE CLOSURE, IF IMPLEMENTED**

1. Require warehouse and operations management to monitor the closure process, if implemented, to ensure protocols are followed.
2. Make employees aware that failure to comply these procedures will result in retraining of the employee upon first offense and disciplinary action upon continued offense.

# HISD COMMUNICABLE DISEASE PLAN

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## TRANSPORTATION

## TRANSPORTATION – STUDENTS

### ***Task Summary***

Develop plan for transporting HISD students to and from school in a safe and efficient manner while mitigating the transmission of COVID-19.

### ***Plan Summary***

Prioritize safety in the transport of all HISD special education and homeless students as required by law, as well as a reduced volume of general population students due to fewer available drivers and limited bus capacity due to physical distancing.

### ***Procedures & Actions***

#### **PROCEDURE: IMPLEMENT PHYSICAL DISTANCING ON ALL SCHOOL BUSES**

1. Limit bus capacity to 26 students.
2. Allowing only one student per seat.
3. Require student sit by the window of each seat.
4. Modify bus routes to accommodate physical distancing protocols, including creation of additional or shorter bus routes.

#### **PROCEDURE : ENHANCE EXISTING HISD SCHOOL BUS CLEANING PROTOCOLS**

1. Requiring bus drivers to clean their bus at the conclusion of each run and after drop off at each campus.
2. Equip all HISD school buses with COVID-19/Disaster Go buckets containing the materials necessary for cleaning protocols, including personal protective equipment, disinfectant, Clorox/Quat 256 spray, wipe rags, bandage kit, and first aid supplies.
3. Implement weekly deep cleaning schedule that includes treating all surfaces with Quat 256, spraying windows with an alcohol-based cleaning agent, washing the bus exterior, and sanitizing all special education bus wheelchair tracks and securements.

#### **PROCEDURE: FOLLOW HEALTH AND MEDICAL SERVICES PROCEDURAL GUIDELINE FOR POSSIBLE AND CONFIRMED COVID-19 CASES**

1. Immediately notify school nurse (for students) or department supervisor (for employees) to report exposure, suspected, or confirmed positive COVID-19.
  - a. Require School Nurse to contact student/employee to investigate, complete COVID-19 Case Report Form, and submit to Health and Medical Services Nurse Manager.
  - b. 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.
2. See Appendix 81 for HISD Health and Medical Services Procedural Guideline For Exposure, Suspected, or Confirmed Positive Covid-19 Students, Employees, and Visitors.
3. Suspending student's riding privileges until receiving further information from Health and Medical Services.
4. Notify the chief operating officer and chief communications officer and await further direction.
5. Send any employees in direct contact with the student home with pay for a mandatory, 14-day self-quarantine.

## TRANSPORTATION – STAFF

### ***Task Summary***

Develop guidelines to safely return Transportation Services staff to their workspaces while mitigating the transmission of COVID-19 by following public health guidelines.

### ***Plan Summary***

Ensure staff safety by conducting daily health screenings, instituting mask requirements, implementing physical distancing, enhancing cleaning protocols in buildings and on buses, and developing a contingency plan for possible COVID-19 exposures.

### ***Procedures & Actions***

#### **PROCEDURE: SCREEN ALL EMPLOYEES**

1. Establish building-based Wellness Teams responsible for conducting entry screening.
  - a. Direct administrator to assign staff to Wellness Team.
2. Post signage detailing COVID-19 symptoms at designated entry points.
3. Require all employees, visitors, vendors, and consultants undergo screening in accordance with district screening protocols.
  - a. See Campus-Based and All Other Departments Entry Screenings sections for more detailed information.
4. Require employees submit to their supervisor every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.
  - a. Provide both digital and paper-based questionnaire.
  - b. Assign staff member to collect, review, and then destroy questionnaires.
  - c. Assign campus task force to monitor completion and submission and recommend follow-up action as needed.
  - d. Conduct employee spot checks to ensure compliance.
5. Require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.

#### **PROCEDURE: REQUIRE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT**

1. Require all employees to wear a mask covering both the nose and mouth while working in or visiting any HISD facility.
2. Issue masks to all HISD employees upon their return to work, with frequency of distribution determined by job responsibilities.
3. Require employees read and sign the appropriate personal protective equipment acknowledgement form when they are issued an HISD mask or when arrive at the building with their own mask.
4. Allow as acceptable both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves.
5. Ensure personal masks comply with the HISD Dress Code and are not inappropriate or derogatory in nature.
6. Wear mask at all times when outside your personal office space, in common areas, or when unable to maintain 6 feet of distance from other people.
7. Allow masks to be removed when employees are sitting in their personal cubical or office and at least 6 feet away from anyone else.
8. Require school bus drivers and aides to wear gloves supplied by the department.

**PROCEDURE: IMPLEMENT PHYSICAL DISTANCING**

1. Require physical distancing while on HISD property and in HISD buildings, including offices, copy rooms, breakrooms, meetings, etc.
2. Establish virtual meetings as the primary method for conducting business.
  - a. Conduct face-to-face meetings only when absolutely required.
  - b. Ensure any face-to-face meetings are scheduled in advance and take place in designated areas.
  - c. Practice physical distancing requiring 6 feet between all individuals.
3. Post physical distancing signage and markers in stairwells, lobbies, conference rooms, breakrooms, and common areas, as well as near screening areas, time clocks, dispatch windows, and day rooms.
4. Remove all tables, chairs, and computers from driver day rooms, allowing entry only for time clock and mail box access, and encourage employees to use their personal electronic devices..
5. Require employees to make appointments with managers.

**PROCEDURE: ENHANCE BUILDING CLEANING PROTOCOLS AND INCREASE FREQUENCY**

1. Clean waiting areas every two hours using cleaning agents approved by HISD Facilities, Maintenance, and Operations.
2. Prohibit use of all shared materials and supplies..
3. Request custodian/plant operator be assigned to each terminal to ensure restrooms cleaned every two hours.
  - a. Wipe down surfaces, disinfect restrooms, and spray stalls with Quat 256 spray.
4. Direct employees to disinfect and sanitize personal work areas every four hours during shift and again when shift ends.
  - a. Include entire desk area (including desktop and drawer handles), chairs (including body and arms), door handles, office doors, computers (including monitor, keyboard, and mouse), two-way radios and telephones (including receivers and keypads), receivers, staplers, and tape dispensers.
  - b. Removed all pencils and pens from the desk at end of shift.

**PROCEDURE: FOLLOW HEALTH AND MEDICAL SERVICES PROCEDURAL GUIDELINE FOR POSSIBLE AND CONFIRMED COVID-19 CASES**

1. Immediately notify school nurse (for students) or department supervisor (for employees) to report exposure, suspected, or confirmed positive COVID-19.
  - a. Require School Nurse to contact student/employee to investigate, complete COVID-19 Case Report Form, and submit to Health and Medical Services Nurse Manager.
  - b. 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.
2. See Appendix 81 for HISD Health and Medical Services Procedural Guideline For Exposure, Suspected, or Confirmed Positive Covid-19 Students, Employees, and Visitors.

**PROCEDURE: PHASE OUT TOUCH TIME CLOCKS**

1. Coordinate with HISD Information Technology to develop a plan to phase out touch time clocks and shift to a card access reporting system with Time Clock Plus.

# HISD COMMUNICABLE DISEASE PLAN

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## ALL OTHER DEPARTMENTS

## ALL OTHER DEPARTMENTS – EMPLOYEE RETURN

### ***Task Summary***

Recommend protocols and guidelines that mitigate the spread of COVID-19 while providing for the safe return of employees to their designated work locations in HISD buildings, including Hattie Mae White Educational Support Center, HISD Police Department, Teledyne Building, HISD Educational Learning Center, East Field Office, South Field Office, Retirement Center, and Equity and Outreach Building.

### ***Plan Summary***

Ensure employees safely return to their work locations while mitigating the transmission of COVID-19.

### ***Procedures & Actions***

#### **PROCEDURE: IMPLEMENT PHASED RETURN FOR HISD EMPLOYEES**

1. Stagger or alternate employee return to mitigate the transmission of COVID-19.
2. Implement phased return in four stages:
  - a. Phase 1: Allow return of employees whose job duties require them to be on site or have been directed by a supervisor to be onsite.
    - i. Continue remote working for all employees who can perform their work remotely.
  - b. Phase 2: Allow employees who are not included in the first phase to return to the building as needed on an alternating or limited basis.
    - i. Stagger schedules or alternate workdays to allow designated employees to return with limited access to the building.
    - ii. Continue remote working as the primary work method for most employees.
  - c. Phase 3: Return all employees to work with adherence to mandated physical distancing and other public health guidelines, including those outlined by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.
  - d. Phase 4: Return all employees return to their physical work location with no limitations.

#### **PROCEDURE: COMMUNICATE CLEARLY WITH EMPLOYEES ABOUT PHASED RETURN**

1. Communicate the phasing schedule to employees through various methods, including email, Academic Services Memo, and SchoolMessenger callout and text message.
2. Communicate with employees quickly about any phasing schedule changes.

#### **PROCEDURE: PROVIDE TRAINING AND EDUCATIONAL INFORMATION TO EMPLOYEES**

1. Provide educational information focused on health and safety precautions and guidelines, best practices for returning to the office, COVID-19 risk factors, and recommended protective behaviors, such as cough etiquette, work area disinfection, personal protective equipment use, etc.
2. Require employees to acknowledge receipt of personal protective equipment, handouts, training, and other educational information before returning to work.

#### **PROCEDURE: IMPLEMENT PHYSICAL DISTANCING IN ALL DEPARTMENTS**

1. Require physical distancing while on HISD property and in HISD buildings, including offices, copy rooms, breakrooms, meetings, etc.
  - a. Elevators
    - i. Limit elevator capacity to three people at a time and require masks.
    - ii. Encourage employees to use the stairs as much as possible.



- b. Breakrooms/Copiers
  - i. Limit copy room capacity to three people at a time.
  - ii. Require employees to sanitize their hands upon entering and departing copy rooms.
  - iii. Prohibit loitering in copy rooms and breakrooms, remove half the chairs in these spaces, and allow seating only for employees eating lunch.
  - iv. Allow use of breakroom refrigerators.
- c. Privacy/Telephone rooms
  - i. Remove telephones from telephone rooms and close all telephone and privacy rooms, except for the privacy room designated for nursing mothers.
- d. Conference rooms
  - i. Use conference rooms only when face-to-face meetings are absolutely necessary.
  - ii. Schedule all meetings in advance.
  - iii. Limit participation to 10 people and require physical distancing.
  - iv. Position chairs 6 feet apart and post physical distancing signage.
- 2. Establish virtual meetings as the primary method for conducting business.
  - a. Conduct face-to-face meetings only when absolutely required.
  - b. Ensure any face-to-face meetings are scheduled in advance and take place in designated areas.
  - c. Practice physical distancing requiring 6 feet between all individuals.
- 3. Post physical distancing signage in elevators, stairwells, lobbies, conference rooms, cafeterias, breakrooms, and all common areas.

### **PROCEDURE: ADHERE TO PUBLIC HEALTH HYGIENE RECOMMENDATIONS**

- 1. Post fliers outlining hygiene tips and best practices, as informed by Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency guidelines, in common areas.
- 2. Require employees to follow hand hygiene and respiratory etiquette as outlined by the Centers for Disease Control and Prevention:
  - a. Require employees to routinely wash and sanitize their hands using either soap or hand sanitizer containing at least 60 percent alcohol.
  - b. Reinforce hand-washing with soap and water for at least 20 seconds, as well as the use of hand sanitizer containing at least 60 percent alcohol, if soap and water are not readily available.
  - c. Refer employees to the following site for hand-washing guidance: <https://www.cdc.gov/hand-washing/when-how-hand-washing.html>.
  - d. Encourage employees to cover coughs and sneezes with a tissue and throw used tissues in the trash and wash hands immediately with soap and water for at least 20 seconds.
- 3. Prohibit employees from sharing office equipment and supplies, including pens, pencils, etc.
  - a. Sanitize pens at sign-in stations after each use.
  - b. Require any equipment that must be shared to be sanitized according to best practices by both the recipient and lender.

## ALL OTHER DEPARTMENTS – ENTRY SCREENING

### Task Summary

Recommend protocols and guidelines for screening employees entering HISD schools and buildings.

### Plan Summary

Establish guidelines and requirements for screening employees at designated building entry points.

### Procedures & Actions

#### PROCEDURE: SCREEN ALL EMPLOYEES

1. Establish building-based Wellness Teams responsible for conducting entry screening.
  - a. Direct administrator to assign staff to Wellness Team.

CAMPUS STUDENT 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

2. Post signage detailing COVID-19 symptoms at designated entry points.
3. Require employees enter through designated entry points and immediately stop to undergo screening.
  - a. Ask employees if they are symptomatic.
    - i. Isolate and send home employees who respond 'yes.' Refer to medical care, if needed.
    - ii. Forward employees who respond 'no' to temperature screening.
  - b. Conduct temperature check.
  - c. Allow entry for employees who meet temperature screening standards (under 100 degrees).
4. Require employees submit to their supervisor every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.
  - a. Provide both digital and paper-based questionnaire.
  - b. Assign staff member to collect, review, and then destroy questionnaires.
  - c. Assign campus task force to monitor completion and submission and recommend follow-up action as needed.
  - d. Conduct employee spot checks to ensure compliance.
5. Require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.

## ALL OTHER DEPARTMENTS – INFECTION PROTOCOLS

### Task Summary

Develop infection protocols and safety precautions for both building and staff if an employee tests positive for COVID-19.

### Plan Summary

Establish infection protocols that streamline the process of reporting exposed, suspected, or confirmed COVID-19 cases to better ensure the safety of students and staff should someone in the building test positive for COVID-19.

**Procedures & Actions****PROCEDURE: FOLLOW HEALTH AND MEDICAL SERVICES PROCEDURAL GUIDELINE FOR POSSIBLE AND CONFIRMED COVID-19 CASES**

1. Immediately notify school nurse (for students) or department supervisor (for employees) to report exposure, suspected, or confirmed positive COVID-19.
  - a. Require School Nurse to contact student/employee to investigate, complete COVID-19 Case Report Form, and submit to Health and Medical Services Nurse Manager.
  - b. 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.
2. See Appendix 81 for HISD Health and Medical Services Procedural Guideline For Exposure, Suspected, or Confirmed Positive Covid-19 Students, Employees, and Visitors.

**ALL OTHER DEPARTMENTS – PERSONAL PROTECTIVE EQUIPMENT AND HYGIENE PROTOCOLS****Task Summary**

Provide personal protective equipment to employees returning to office workspaces in alignment with Board Emergency Constraint 4.2: "The percent of employees who are directed to work on site while the district is closed but instructing students who are equipped with personal protective equipment (PPE) will increase from 0% March 13, 2020, to 100% by August 1, 2020."

**Plan Summary**

Establishes guidelines, requirements and employee education related to personal protective equipment usage.

**Procedures & Actions****PROCEDURE: REQUIRE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT**

1. Require all employees to wear a mask covering both the nose and mouth while working in or visiting any HISD facility.
2. Issue masks to all HISD employees upon their return to work, with frequency of distribution determined by job responsibilities.
3. Require employees read and sign the appropriate personal protective equipment acknowledgement form when they are issued an HISD mask or when arrive at the building with their own mask.
4. Allow as acceptable both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves.
5. Ensure personal masks comply with the HISD Dress Code and are not inappropriate or derogatory in nature.
6. Wear mask at all times when outside your personal office space, in common areas, or when unable to maintain 6 feet of distance from other people.
7. Allow masks to be removed when employees are sitting in their personal cubical or office and at least 6 feet away from anyone else.
8. Allow employees to wear gloves at their own discretion.
9. Assign safety captains to monitor personal protective equipment usage in buildings.

**PROCEDURE: COMMUNICATE CLEARLY ON PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT**

1. Ensure supervisors notify employees about the personal protective equipment required for their specific job role.
2. Provide HISD handouts, signage, demonstrations, and online videos regarding proper use and handling of masks.
3. Understand that safety protocols and best practices may be updated as needed via email, signage, required training, or informational handouts.
4. Require employees to formally acknowledge any changes or updates.

**ALL OTHER DEPARTMENTS – VISITOR PROTOCOLS****Task Summary**

Establish protocols and guidelines for visitors entering any HISD facility.

**Plan Summary**

Require all visitors undergo standardized screening upon arrival at any district school or building.

**Procedures & Actions****PROCEDURE: SCREEN ALL VISITORS**

1. Limit visitation to essential visitors who have a previously scheduled appointment and require all to wear a mask while in HISD schools and buildings.
2. Establish building-based Wellness Teams responsible for conducting entry screening.
  - a. Direct administrator to assign staff to Wellness Team.

CAMPUS STUDENT 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

3. Post signage detailing COVID-19 symptoms at designated entry points.
4. Require visitors enter through designated entry points and immediately stop to undergo screening.
  - a. Ask visitors if they are symptomatic.
    - i. Isolate and deny entry to visitors who respond 'yes.'
    - ii. Forward visitors who respond 'no' to temperature screening.
  - b. Conduct temperature check.
  - c. Allow entry for essential, scheduled visitors who meet temperature screening standards (under 100 degrees).
5. Require visitors to self-monitor for COVID-19 symptoms and check their temperatures before coming to an HISD school or building and stay home when sick.
6. Prohibit all non-essential campus visitors, instead using virtual meetings when possible.
7. Prohibit non-essential deliveries, including food, personal items, homework, musical instruments, etc.

**PROCEDURE: INSTALL SIGNAGE ADVISING VISITORS OF DISTRICT PROCEDURES**

1. Install signage at entryway and in other high-traffic areas to:
  - a. Provide contact information for frequently visited offices as an alternative to face-to-face visits.
  - b. Remind visitors that physical distancing and masks are required.
  - c. Highlight COVID-19 symptoms and direct visitors to stay home if sick or experiencing any possible symptoms.

**PROCEDURE: REQUIRE PERSONAL PROTECTIVE EQUIPMENT FOR ALL VISITORS**

1. Require masks for all visitors who enter an HISD facility and provide masks to visitors who don't have one.
2. Allow as acceptable both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves.
3. Ensure personal masks comply with the HISD Dress Code and are not inappropriate or derogatory in nature.

**PROCEDURE: ENCOURAGE EMPLOYEES TO HELP PROMOTE SAFETY PROTOCOLS**

1. Communicate visitor protocols to employees and enlist assistance in ensuring compliance.
2. Assign safety captains to monitor buildings and personal protective equipment usage
3. Ensure hand sanitizer, disinfecting wipes, and other sanitizing items are readily available in each facility.

**PROCEDURE: ENCOURGE VISTORS TO SCHEDULE VIRTUAL VISITS**

1. Develop and promote easily accessible website where visitors can access forms, department and employee contact information, and request virtual meetings to limit visitation in HISD buildings.

**ALL OTHER DEPARTMENTS – CLOSURE PROTOCOLS*****Task Summary***

Provide guidance to employees related to operational procedures and protocols for future health-related closures..

***Plan Summary***

Implement operational procedures and protocols for future health-related closures, as informed by guidance from the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.

***Procedures & Actions*****PROCEDURE: CLOSE BUILDING FOR RECOMMENDED DAYS**

1. Communicate closure possibilities to employees upon their return to their workspaces.

**PROCEDURE: IMPLEMENT CLEANING PROCEDURES**

1. Work with Facilities, Maintenance, and Operations to determine cleaning timeline based on building size and ensure building is sanitized and fogged.

**PROCEDURE: CONTINUE WORK**

1. Create remote working options for non-essential employees during closure.
2. Ensure essential employees to continue to report to work as directed by their supervisors.



# HISD COMMUNICABLE DISEASE PLAN

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## APPENDIX

## Coronavirus Disease 2019 (COVID-19) Report Form

Date \_\_\_\_\_ Campus Name \_\_\_\_\_ Principal/Supervisor Name \_\_\_\_\_

Name of person submitting form \_\_\_\_\_ Title \_\_\_\_\_

### PATIENT DEMOGRAPHIC INFORMATION

Patient's Name:	Address:	City:	County:	State:	Zip Code:
Date of Birth:	Home Phone:	Cell Phone:	Email:		

Sex: ☐ M ☐ F Occupation: \_\_\_\_\_ If student, Parent/Guardian Name \_\_\_\_\_

### CASE CRITERIA

Date of symptom onset \_\_\_\_\_ In school/work at time of onset? Yes ☐ No ☐ Last date at work \_\_\_\_\_

Exposed ☐ Suspected ☐ Confirmed ☐ Quarantine dates \_\_\_\_\_ to \_\_\_\_\_ Return date \_\_\_\_\_

Symptomatic ☐ Asymptomatic ☐ Date tested \_\_\_\_\_ Diagnosis date \_\_\_\_\_

Symptom	Please select all that apply		Symptom	Please select all that apply	
Fever ≥ 100.0° F (37.7°C)	<input type="checkbox"/>	<input type="checkbox"/>	Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
Chills	<input type="checkbox"/>	<input type="checkbox"/>	Cough	<input type="checkbox"/>	<input type="checkbox"/>
Muscle aches	<input type="checkbox"/>	<input type="checkbox"/>	Wheezing	<input type="checkbox"/>	<input type="checkbox"/>
Runny nose	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>	Chest pain	<input type="checkbox"/>	<input type="checkbox"/>
Loss of smell	<input type="checkbox"/>	<input type="checkbox"/>	Nausea or vomiting	<input type="checkbox"/>	<input type="checkbox"/>
Loss of taste	<input type="checkbox"/>	<input type="checkbox"/>	Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
Headache	<input type="checkbox"/>	<input type="checkbox"/>	None/Does not apply	<input type="checkbox"/>	<input type="checkbox"/>

Hospitalized? Yes ☐ No ☐ Unknown ☐ Name of Hospital \_\_\_\_\_

Was case confirmed by physician? Yes ☐ No ☐

Required if confirmed:

Name of Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Where did COVID-19 testing occur? \_\_\_\_\_

Where you exposed to a confirmed case? Yes ☐ No ☐

What is your relationship to confirmed case? \_\_\_\_\_

**Comments:** please list names and contact information of anyone student/employee had contact with while on campus, where student/employee traveled in the building, and any additional comments.



## **Health and Medical Services**

### **Procedural Guideline 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 case to Houston Independent School District's (HISD) Health and Medical Services Department (HMS). We must err on the side of caution in order to help slow the spread of this communicable disease. Please remember the information you are gathering is confidential and must be treated as such.

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

1. School Nurse will contact student/employee to investigate, complete attached COVID-19 Case Report Form, and submit completed COVID-19 Case Report Form to HMS Nurse Manager.
2. Department Supervisor will email HMS Director or School Nurse Managers (email addresses are listed below) or call 713.556.7280 with student's/employee's name, date of birth (DOB), and contact information.

#### **Questions to ask student/employee:**

1. **Are you having any of following symptoms?**
  - Cough
  - Runny Nose
  - Fever
  - Shortness of breath
  - Diarrhea
  - Vomiting
  - Loss of taste
  - Loss of smell
  - Severe Fatigue
  - Muscle aches
  - Severe Headache
2. **Date of onset (when did you begin having symptoms)?**
3. **Did you engage with other students/employees while on campus for at least 15 minutes or more? If yes, please list their names and contact information.**
4. **Did student/employee travel in the building? If yes, where?**
  - Was student/employee wearing a mask?
  - Was student/employee practicing social distancing 6 feet or more?
5. **Date student/employee was last on campus?**

**Students/Employees must quarantine if:**

- Having classic symptoms (severe headache, cough, fever, diarrhea, loss of taste, loss of smell, severe fatigue, muscle aches). The individual should get tested for Covid-19 as soon as possible and provide results to School Nurse/Department Supervisor immediately.
- Clinic or healthcare provider states the patient is presumed positive
- Covid-19 positive

**To estimate self-quarantine time, count the last day at work or last day of exposure to 14 days. The 15<sup>th</sup> day is the return day to campus.**

**Return to school/work criteria-**

Student/employee must not have any symptoms, completed 14-day quarantine and **one** of the following:

- Received 2 negative Covid-19 test (24 hours between each test)
- Documentation from a healthcare provider
- Discharged from hospital with documentation to return to work

**Notification to students/employees/visitors of exposure to COVID-19**

Once notification is received that a student/employee/visitor is presumed positive or confirmed positive for Covid-19, an email from HMS will be provided to Principal or Department Supervisor to send to students/employees/visitors that may have been exposed. The letter will include symptoms to look for and resources for testing. **The name of the individual that is Covid-19 positive is confidential and must not be shared with others.**

**Dr. Lisa Blackmon-Jones, (HMS) will notify Facilities Management Office (FMO) to prepare to close the school/building and deep clean, if needed.** HMS and FMO will close a school or building when notified of presumed positive or positive COVID-19 cases only (school closure is not needed for an exposure without symptoms). Facilities Management will schedule a time to clean the campus/building.

**HMS contact information**

**Health and Medical Services Department (HMS) 713.556.7280**

Dr. Lisa Blackmon-Jones, Director [Lisa.BlackmonJones@houstonisd.org](mailto:Lisa.BlackmonJones@houstonisd.org),

**Nurse Managers:**

Raquel Espino, [respino@houstonisd.org](mailto:respino@houstonisd.org), (East and North Area Schools)

Charlotte Stephens, [cstephe6@houstonisd.org](mailto:cstephe6@houstonisd.org), (Southwest and West Area Schools)

Lynda Robertson, [lroberts@houstonisd.org](mailto:lroberts@houstonisd.org), (South and North Area Schools)

Irma Zermeno Gonzalez, [izermeno@houstonisd.org](mailto:izermeno@houstonisd.org), (South Schools Area Schools)

Laquisia Jones, [ljones@houstonisd.org](mailto:ljones@houstonisd.org), (Special Ed. Nursing Manager)

## Coronavirus Possible Exposure

Dear Staff and Students,

An individual at your school/building is being placed on self-quarantine and/or being evaluated for Coronavirus (Covid-19). According to health officials, Coronavirus is a viral infection that is contagious. The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing. We do encourage you to get tested for Covid-19.

Out of an abundance of caution, we are asking you to self-quarantine for 14 days. We are taking this situation seriously and will be working closely with the Houston Health Department to identify any student or staff that should be tested for Coronavirus.

**If you develop flu-like symptoms:**

- Fever
- Cough
- Body aches
- Diarrhea
- Loss of taste or smell
- Shortness of Breath (Call your health care provider or go to the Emergency Room)

**People at High Risk:**

- People with chronic health conditions (lung disease, heart disease, Cancer, decreased immune system, asthma)
- People over 60 years of age
- Pregnant women

**Things to do to stop the spread of Covid-19**

- Wear a mask
- Wash your hands for at least 20 seconds if soap not available use hand sanitizer
- Avoid close contact with people (Physical Distancing) especially if they are sick
- Cover your cough or sneeze with a tissue then throw the tissue in the trash
- Avoid touching your eyes, nose, and mouth without washing your hands
- Clean and disinfect frequently touched objects and surfaces (i.e. doorknobs, phones, grocery baskets, handrails)
- Stay home

If you are experiencing symptoms call your healthcare provider or go to the emergency department.

**Free Testing is available:**

Call City of Houston Health Department for locations and to qualify for testing 832.393.4220

Covid-19 Testing sites: <https://houstonemergency.org/covid-19-testing/>

**Lisa Blackmon-Jones, DNP, RN, NCSN**  
**Director, Health and Medical Services**  
713-556-7280 (office) 713-556-7283 (fax)  
[Lisa.BlackmonJones@houstonisd.org](mailto:Lisa.BlackmonJones@houstonisd.org) (email)

## Posible exposición al coronavirus

Estimados estudiantes y empleados:

Una persona de su escuela o edificio se encuentra en cuarentena o está siendo evaluada para determinar si tiene el coronavirus (COVID-19). De acuerdo con las agencias de sanidad, el coronavirus provoca una infección viral contagiosa. La enfermedad causa una afección respiratoria (como la gripe) con síntomas que incluyen tos, fiebre y, en casos más graves, dificultar para respirar. Por lo tanto, les recomendamos que se sometan a la prueba de detección del coronavirus.

Como medida de precaución, les pedimos que hagan cuarentena de 14 días. Esta situación es algo que tomamos con la mayor seriedad y colaboraremos con el Departamento de Sanidad de Houston para identificar a todo estudiante o empleado que deba someterse a la prueba de detección del coronavirus.

### Si tienen los siguientes síntomas:

- fiebre,
- tos,
- dolores musculares,
- diarrea,
- pérdida del gusto o el olfato, o
- dificultad para respirar, llamen a su proveedor médico o diríjanse a la Sala de Emergencias.

### Las personas que corren mayor riesgo son aquellas que:

- padecen enfermedades crónicas (como afecciones pulmonares o cardíacas, cáncer, deficiencias del sistema inmunitario y asma);
- son mayores de 60 años; o
- están embarazadas.

### Qué hacer para detener la propagación de la COVID-19:

- usar una mascarilla o tapaboca;
- lavarse las manos por un mínimo de 20 segundos o usar gel desinfectante si no hubiese agua y jabón;
- evitar el contacto cercano con los demás (distanciamiento social), especialmente si están enfermos;
- cubrirse la boca y la nariz al estornudar y toser y tirar los pañuelos de papel a la basura;
- evitar tocarse los ojos, la nariz y la boca sin haberse lavado antes las manos;
- limpiar y desinfectar los objetos y superficies de contacto frecuente, como pomos de las puertas, teléfonos, carritos de compras de la tienda, barandillas, etc.;
- quedarse en casa.

Recuerden, si tienen síntomas de la enfermedad llamen a su proveedor médico o diríjanse a la Sala de Emergencias. **Hay sitios donde hacerse la prueba gratis.** Comuníquense con el Departamento de Sanidad de Houston llamando al 832.393.4220 para informarse de los requisitos y la ubicación de los sitios. Visiten <https://houstonemergency.org/covid-19-testing/>

**Lisa Blackmon-Jones, DNP, RN, NCSN**  
**Directora, Servicios Médicos y de Salud**  
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# HISD NUTRITION SERVICES DEPARTMENT

## Standard Operating Procedures

<b>DEPARTMENT:</b> HISD Nutrition Services		<b>PROCEDURE NO:</b> SOP 101	
<b>SUBJECT:</b> Return to Work Plan			
<input type="checkbox"/> Original Document		<input checked="" type="checkbox"/> Revised Document	
<b>REVISIONS:</b> May 26, 2020			
<b>EFFECTIVE DATE:</b> May 5, 2020		<b>DISTRIBUTION:</b> HISD Nutrition Services Employees	

**PURPOSE:**

To set forth guidelines that details the prevention of potential viral contamination during working hours for all HISD and non-HISD employees when on HISD property.

**SCOPE:**

This policy applies to social distancing, personal hygiene, disinfecting procedures, and PPE when on HISD property and to ensure that employees are aware of the guidelines for controlling exposure of people, products, equipment, etc. to potential contact with body fluids.

**PROCEDURE:**

The goal of social distancing is to limit exposure to infectious bacteria and viruses during a communicable disease outbreak. The following guidelines must be followed.

**Social Distancing when Returning to Work**

- Definition: Social distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure to infected individuals by avoiding large public gathering venues, adhering to spacing requirements in the workplace, and following proper personal hygiene practices.
- All HISD employees and Non-HISD employees must enter through the front entrance of the Nutrition Services building and at all other HISD locations. Warehouse and Production employees will enter through the main Warehouse entrance or Door 18 located next to the Catering dock depending on your work location. Temperature screening of HISD employees and Non-HISD employees will be checked when entering all HISD facilities.
  - Temperature screening threshold will be 100.0° F or 38° C
  - Employees will be sent home if their temperature meets the threshold above.

- Employees must remain home fever free for 48 hours before returning to work. Once the employee has returned, temperature will be verified.
- If an employee is tested and is diagnosed Covid-19 positive, the employee will need to quarantine for 14 days or bring a negative Covid-19 test result.
- Each department will need to track absences to look for trends of possible infection.
- Personal protective equipment (PPE) such as gloves or masks will be provided by Nutrition Services. Only HISD masks are approved when on HISD property for employees in direct contact with food and or food contact equipment. This will include employees from the Kitchens/Operations, Culinary, Warehouse, QA/QC, and Nutrition Service Maintenance. Office personnel may wear their own mask provided that the following guidelines are followed; no pictures or writing on the mask, mask must cover nose and mouth, mask must be clean and in good condition. Personal mask can be worn into the facility; however, will need to be changed to the mask provided for those required to wear HISD PPE. If used correctly, PPE may limit some exposures; however, they should not take the place of other preventive interventions, such as proper hygiene practices.
  - PPE must be worn when on site.
    - HISD masks should not be reused and should be changed if visibly soiled or damp.
    - Fresh masks will be provided daily to Nutrition Services staff that are in contact with food or food contact equipment. Office personnel, other HISD Departments, visitors and HISD vendors will be responsible for providing their own masks.
    - Gloves are only required when working in direct contact with food or food equipment, custodial cleaning, or employees who work with large quantities of paperwork.
  - PPE may be removed during break/lunch when eating and drinking occurs.
  - Follow the guidelines below for face mask donning and removal.

## How to properly wear a face mask



- Office workstations should be positioned so that employees are at least 6 ft apart to allow for social distancing.
  - See SOP 100 Emergency Distribution for Production Guidelines
  - See SOP 102 HISD Production/ Kitchen Social Distancing Guidelines
  - See SOP 103 COVID-19 HMW Café Reopening
- Meetings should be less than 10 people to maintain social distancing guidelines. Virtual meetings are preferred for larger groups.
- Lunch times should be staggered or capacity reduced to allow for social distancing. Box lunches should be an option as well.

### Personal Hygiene Practices

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items. Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water. Follow the proper hand washing procedures as detailed in the order below:
  - Wet hands and forearms with warm running water at least 100°F and apply a generous amount of soap.
  - Scrub the tops and palms of hands, forearms, underneath fingernails, thumbs and between fingers for **at least 20 seconds**
  - Rinse hands thoroughly under warm running water.
  - Dry hands and forearms thoroughly with single-use paper towels.

- Turn off water using paper towels.
  - Use a paper towel to open the door when exiting the restroom.
- Always wash your hands immediately after removing gloves.
  - Follow glove removal guidelines below.



- Additional key times to wash hands include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
- Use hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth and nose such as tissues or plastic eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.
- Do not come to work if someone in your family is ill or if you are showing signs of illness.

#### **Custodial Cleaning and Disinfecting Surfaces**

- The proper PPE must be worn to ensure safety; disposable gloves.
- **Clean** surfaces using soap and water if visibly soiled. Practice routine cleaning of frequently touched surfaces. High touch surfaces include; tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- **Disinfect** once the surfaces have been cleaned.
  - Buckeye Sanicare Quat-256



- i. Thoroughly wet surface with a solution of ½ ounce of the concentrate per gallon of water or equivalent. Use 2 oz per gallon of water to kill SARS associated coronavirus.
  - ii. The solution can be applied with a cloth, mop, sponge, or coarse spray. For sprayer applications, use a coarse spray device. Spray 6-8 inches from the surface, rub with a brush, cloth or sponge.
  - iii. Let solution remain on surface for a minimum of 10 minutes. Rinse or allow to air dry. Rinsing of floors is not necessary unless they are to be waxed or polished. Food contact surfaces must be thoroughly rinsed with potable water.
  - iv. This product must not be used to clean the following food contact surfaces: utensils, glassware and dishes.
  - v. Prepare a fresh solution daily or more often if the solution becomes visibly dirty or diluted.
- Use disposable paper towel or disposable towel to wipe down non-food contact areas 2-3 times per day or more if needed. The surface must be allowed to remain wet for 10 minutes. Do not wipe down the surface after the sanitizer has been applied; allow to air dry.
- Prepare a fresh solution for each use or more often if the solution becomes visibly diluted, clouded or soiled.

#### **MONITORING:**

Managers on site will monitor to ensure each employee is following the social distancing guidelines.

#### **CORRECTIVE ACTION:**

The appropriate Manager will work with the employee to ensure understanding of this procedure.

- If any employees are observed not following this procedure at the appropriate times, they will be required to **comply immediately**. The employee will be retrained and must comply to minimize any potential health risks.
- If an employee who has been retrained and is found not complying with this procedure, the manager will document and take appropriate disciplinary action. Employee may be sent home due to noncompliance.

#### **VERIFICATION AND RECORD KEEPING:**

Training records will be maintained on file for 5 years.

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Originator:  
Quality Assurance Manager

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Date

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Approved by:  
Officer of Nutrition Services

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Date

# HISD NUTRITION SERVICES DEPARTMENT

## Standard Operating Procedures

<b>DEPARTMENT:</b> HISD Nutrition Services		<b>PROCEDURE NO:</b> SOP 209	
<b>SUBJECT:</b> Warehouse Shipping and Returns			
<input type="checkbox"/> <b>Original Document</b>		<input checked="" type="checkbox"/> <b>Revised Document</b>	
<b>REVISED:</b> July 8, 2019			
<b>EFFECTIVE DATE:</b> August 18, 2008		<b>DISTRIBUTION:</b> HISD Nutrition Services Employees	

**PURPOSE:** To set forth policy guidelines that provide a safe delivery check method for food products that are shipped to HISD Nutrition Services cafeterias.

**SCOPE:** This policy covers the following Nutrition Services employees: all Warehouse personnel and Quality Assurance department employees.

**PROCEDURES:** Employees working in any aspect of Warehouse shipping/delivery process must adhere to the following guidelines.

### **Delivery Process**

1. A driver manifest is generated through SAP and given to the warehouse delivery personnel.
2. All orders are picked a day prior to delivery and either staged in the warehouse cooler, freezer or order fulfillment cooler depending on the product.
3. Prior to loading, the trucks will be inspected for cleanliness. Depending on the condition, the cargo area may need to be swept and/or washed to ensure that there is no risk of cross-contamination.
4. The delivery trucks must be pre-cooled and set at the following temperatures:
  - a) Frozen deliveries- ≤32°F
  - b) Refrigerated deliveries- ≤40°F
  - c) Dry deliveries- Ambient Temperature

5. The staged items will be taken from the refrigerated/freezer areas and placed on the trucks.
  - a) Refrigerated/frozen items can not be staged on the dock for more than 2 hours.
  - b) QA must be notified if the product temperature exceeds the recommended temperatures above in 4(a) and (b).
6. Delivery truck refer temperatures will be monitored by the Delivery Driver throughout the delivery process and documented on the **Driver's Temperature Log**.
7. To ensure the truck loads are secured, locks will be placed on the overhead doors when not in use.

#### **Product Return Process**

1. If items are damaged, shorted, or returned due to overage during the delivery process, a **Warehouse Material Return** form must be completed to capture all pertinent information.
  1. Delivery drivers must notify Warehouse management when product is returned from the field. QA must also be notified to determine product disposition.
  2. Refer units must remain on until product is removed from the truck bed. Proper temperatures must be maintained.
  3. The **Warehouse Material Return** form must be completed by the Driver and QA. The driver will complete the report and QA will document product temperatures and disposition.
  4. Product disposition will be determined by the following parameter;
    - a. Temperature abuse may have occurred during transit.
      - i. Refrigerated items must be 40°F or less
      - ii. Frozen items must be 32°F or less
    - b. Packaging integrity must be evaluated.
      - i. Torn outer packaging
      - ii. Exposed product
      - iii. Water damage
  5. QA will inspect product for damage that may have occurred during transit. Packaging integrity and product quality will be evaluated and documented on the log.
  6. QA will notify Warehouse Management of product disposition depending on if the product is within temperature range or needs to be discarded.
  7. Product shortage and/or overage must be investigated by Warehouse to determine cause and what corrective actions must be taken.

8. Depending on the nature of the return (product contamination, recalled product, withdrawal, etc.), product must be segregated in one area to prevent potential product contamination.
  - a. A QA Hold Tag must be placed on the pallet with all pertinent information.
  - b. Product will be segregated in a location away from consumable product pending disposition.
  - c. Product disposition will be determined by Warehouse and QA Management.

**MONITORING:** Warehouse and QA Management will monitor the return process to ensure that this procedure is being followed.

**CORRECTIVE ACTION:** Failure to comply with this Standard Operating Procedure will result in the following corrective action:

1. If any employee is found not following the Warehouse Shipping procedures, the appropriate Supervisor must retrain the employee and any other personnel as necessary.
2. If the employee continues to deviate from this procedure, disciplinary action will be taken.

**VERIFICATION AND RECORD KEEPING:** The **Driver's Temperature Log** and **Warehouse Material Return** form will be completed by Warehouse and QA personnel and filed in the QA office.

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**Originator:**  
**Quality Assurance Manager**

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**Date**

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**Approved by:**  
**Officer of Nutrition Services**

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**Date**

# COVID-19 Questionnaire Sign In

**Date:** \_\_\_\_\_

**All staff and visitors must wear a mask on HHS 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  $37.7^{\circ}\text{C}$ . degrees)  
(Deny Entry if ill, have fever or refuse to wear a mask)

[illegible]