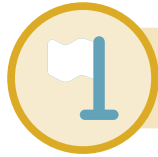


RECONNECT  
**SAFELY**  
RETURN  
**STRONG**



AS OF AUGUST 2020





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## HISD BOARD OF EDUCATION

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## INTRODUCTION

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

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

### Communicable Disease Plan Task Force

- Made up of 61 key educators, employees, parents, community members, and health officials
- Reviewed guidance from local, state, and federal health and education officials and feedback from parent and teacher surveys
- Developed the Communicable Disease Plan, which establishes operational and logistical procedures that prioritize and emphasize health and safety

### Instructional Continuity Plan Committee

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

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

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

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

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

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



## EMERGENCY CONSTRAINTS

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

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

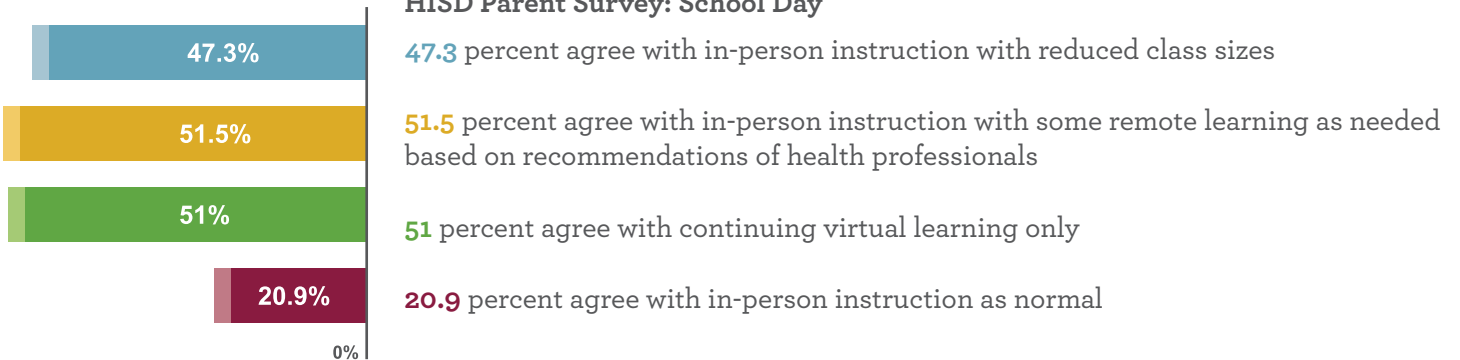
The Emergency Constraint Progress Measures consist of measurable targets regarding student and family engagement – both academic and non-academic – and address health, safety, technology needs, special education services, district communications, and personal protective equipment for employees.

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

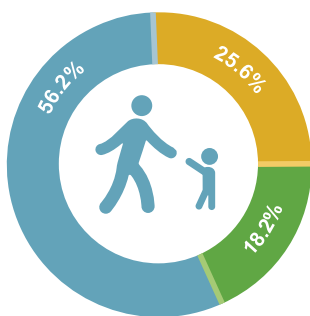
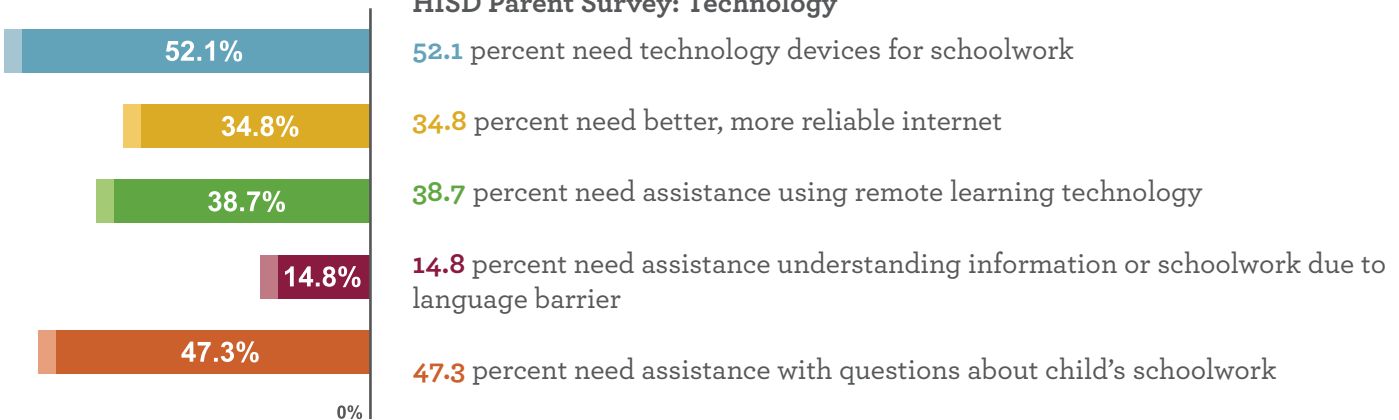
# HOUSTON INDEPENDENT SCHOOL DISTRICT

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

## HISD Parent Survey: School Day



## HISD Parent Survey: Technology

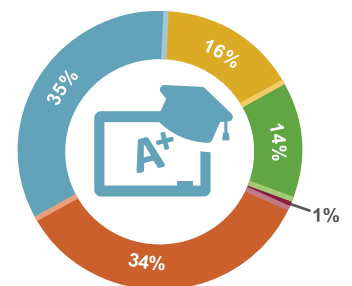


## HISD Parent Survey: Schoolwork:

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

## HISD Teacher Survey: Instruction

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





## 2020–2021 REOPENING TIMELINE

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

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

### Monday, Aug. 24 – Friday, Sept. 4

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

### Tuesday, Sept. 8, 2020

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

### Monday, Oct. 19, 2020

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

### Friday, Jan. 29, 2021

- Last day of first semester

### Monday, Feb. 1, 2021

- First day of second semester

### Friday, June 11, 2021

- Last day of school for students

### Monday, June 14, 2021

- Last day of school for teachers

### Virtual Learning

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





## VIRTUAL LEARNING

### Student Expectations

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

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

### Student Attendance and Grading

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

#### *Attendance Policy*

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

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

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

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

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

#### *Grading Policy*

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

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

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

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

### Special Populations Support and Services

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

- ARD Committees will continue to meet to determine the unique needs of students who receive special education services.
- Parents will continue to attend ARD meetings virtually and will receive digital copies of their student's IEP.
- Parents of students served by specialized special education programs will receive individualized support from a special education case manager to ensure their student's needs are met.
- Parents of Gifted and Talented students will continue to attend virtual GT Meetings and communicate with campus GT coordinators for GT services.

### Socioemotional Support

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

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

### Postsecondary Support

The College and Career Advising Department will host virtual webinars throughout the year on topics pertinent to college and career exploration and planning.

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

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

### Enrollment

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

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



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





## IN-PERSON LEARNING

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

students, visitors, and vendors to undergo daily entry screenings, wear masks, wash hands regularly, and practice physical distancing.



## ENTRY SCREENING PROTOCOLS

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

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

All people entering the building will undergo the same screening.

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

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

### Specific to Students:

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

### Specific to Employees:

- HISD employees will be required to 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.

### Specific to Visitors:

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



## PHYSICAL DISTANCING PROTOCOLS

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

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

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

Elevator capacity also will be limited to three people.

All meetings should be held virtually unless a face-to-face meeting is absolutely required. In such cases, the meetings must be held in designated conference rooms, scheduled in advance, and limited to 10 people, all of whom must adhere to social distancing. Conference rooms should not be used for any other purpose.



## PERSONAL PROTECTIVE EQUIPMENT PROTOCOLS

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

- Masks will be provided to students, employees, and visitors if they do not have one. Acceptable masks include both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves. Bandanas are not allowed.
- Personal reusable masks must meet Code of Student Conduct requirements and not be inappropriate or derogatory in nature.

- Mask guidelines — including proper mask use and handling — will be communicated to parents, students, and employees, and schools will set aside instructional time to train students.

Building safety captains will be tasked with monitoring mask use in district buildings.

- Non-campus employees must wear masks at all times when outside their personal office space, in common areas, or when unable to maintain 6 feet of distance from other people.
- Masks can only be removed when non-campus employees are sitting in their personal cubical or office and are at least 6 feet away from anyone else.



## HYGIENE PROTOCOLS

Fliers outlining hygiene tips and best practices will be posted in common areas, and all students, employees, visitors, and vendors will be required to follow hand hygiene and respiratory etiquette as outlined by the Centers for Disease Control and Prevention.

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

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



## CLEANING AND DISINFECTION PROTOCOLS

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

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

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



## INFECTION PROTOCOLS

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

Should a student or employee become ill while at an HISD school or building, administrators will follow the protocols outlined in the Health and Medical Services Procedural Guideline for Exposure, Suspected, or Confirmed Positive COVID-19 Students, Employees, and Visitors (see appendix 24).

- Immediately notify school nurse (for students) or department supervisor (for employees) to report exposure, suspected, or confirmed positive COVID-19.
- Require School Nurse to contact student/employee to investigate, complete COVID-19 Case Report Form, and submit to Health and Medical Services Nurse Manager.

- Require department supervisor to contact Health and Medical Services director or school nurse manager and provide employee's name, date of birth, and contact information.

Areas or buildings where the student or employee was present will be closed for cleaning and disinfection in alignment with Centers for Disease Control and Prevention and Environmental Protection Agency guidelines.

Impacted staff, students, and parents will be notified of any closures and/or possible exposures.



## CLOSURE PROTOCOLS

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

The HUB and Microsoft Teams will be the adopted districtwide as the primary platforms used at all campuses to minimize the overall number of technology platforms used and avoid confusion for families and

students. The HUB will be used to deliver instructional content while Teams will be used for video and audio calls. Virtual information sessions will be held to help parents and students understand the platforms before school starts.

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



## CAMPUS PROTOCOLS

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

- Schools must secure current parent contact information and language preferences before school starts to better facilitate communication.
- Campus-based employees and students must follow infection and high-touch area protocols.
- Teachers will assist with cleaning of classrooms between classes and equipment between uses.
- Students may not share any personal belongings, equipment, or other items, including computers, instruments, water bottles, costumes, or uniforms.

- Plastic wrap will be used to cover keyboards and other shared equipment.
- Plexiglass sneeze guards will be installed, as needed, at front desk reception areas and shared workspaces.

### Restroom Protocols

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

### Playground Protocols

When deemed safe for use, playground areas will be utilized following a rotating schedule to enable physical distancing and sanitization in between student groups.



## EMERGENCY DRILL PROTOCOLS

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

- Administration will assign each physical classroom to one of two groups (Red Group/Green Group) designated by a campus-printed sign at each classroom.
- An administrator will provide instructions via intercom prior to the drill, notifying staff and students that a drill is commencing and instructing one designated group to delay exiting their classroom for a specific period of time (60 to 90

seconds, as determined by the principal) to reduce pedestrian load in hallways and exit points. At the conclusion of the drill, the groups will stagger their re-entry to the building to maintain social distancing.

- After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
- In the event of an actual emergency, such as a fire, lockdown, evacuation, or a shelter in place, administration will emphasize that social distancing will not be required but should be followed when possible.





## TECHNOLOGY PROTOCOLS

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

HISD purchased 35,000 additional devices and 6,000 internet hot spots for students, and the district will continue to provide students with technology, such as laptops, Chromebooks, iPads, and internet hot spots. Additionally, all HISD high school students will continue to receive laptops through the PowerUp program.

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

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

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



## EXTRACURRICULAR PROTOCOLS

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

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





## ATHLETICS PROTOCOLS

HISD Athletics will tentatively schedule games for the fall, while awaiting detailed state guidance about high school sports from the University Scholastic League. Plans will be adjusted as COVID-19 conditions change.

Coaches and student athletes will undergo entry screening in alignment with district screening protocols at all practices, sub-varsity games, and games played in district facilities.

Fan attendance may be limited or prohibited at campus and district sporting events depending on conditions.

If fans are allowed, they will be encouraged to purchase tickets online and screened upon arrival in accordance with district screening protocols. Stadiums will be cleaned before, during, and after games. Fans also must self-monitor for COVID-19 symptoms, check their temperatures before coming to campus, and stay home when sick.



## STUDENT MEALS PROTOCOLS

Nutrition Services will provide individually wrapped breakfast and lunch in the classroom to all students enrolled in in-person learning. Snacks will be distributed to students participating in the National School Lunch Program at designated times prior to dismissal. Supper will be distributed to students participating in the At Risk Afterschool Supper Program after daily dismissal.

Curbside meals will continue to be available for students enrolled in virtual learning.

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



## SCHOOL BUS PROTOCOLS

Because physical distancing drastically reduces bus capacity, only special education 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.

- Bus capacity will be limited to 26 students, with one student per seat required to sit by the window.
- Routes will be modified through the creation of additional or shorter routes to accommodate physical distancing protocols.

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

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



## COMMUNICATIONS

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

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

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



## COVID GAUGE

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



### COVID GAUGE LEVEL 4: GREEN - MINIMAL RISK

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

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



### COVID GAUGE LEVEL 3: YELLOW - MODERATE RISK

**Stay Vigilant:** School open with moderate need for physical distancing

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



### COVID GAUGE LEVEL 2: ORANGE - SIGNIFICANT RISK

**Minimize Contacts:** Rolling school closures with required physical distancing

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



### COVID GAUGE LEVEL 1: RED - SEVERE RISK

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

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

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If student, employee, or visitor is exhibiting any obvious signs of illness (pallor, redness of cheeks/face, continuous coughing, shortness of breath (SOB)), has been exposed to COVID-19, has a temperature  $\geq 100.0^{\circ}\text{F}$  or  $37.7^{\circ}\text{C}$ , answers yes to any of the symptoms below, or refuses to wear a mask, deny entry.

[illegible]

## 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"/>	Fatigue	<input type="checkbox"/>
Chills	<input type="checkbox"/>	Cough	<input type="checkbox"/>
Muscle aches	<input type="checkbox"/>	Wheezing	<input type="checkbox"/>
Runny nose	<input type="checkbox"/>	Shortness of breath	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	Chest pain	<input type="checkbox"/>
Loss of smell	<input type="checkbox"/>	Nausea or vomiting	<input type="checkbox"/>
Loss of taste	<input type="checkbox"/>	Diarrhea	<input type="checkbox"/>
Headache	<input type="checkbox"/>	None/Does not apply	<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)

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