

POTEET ISD

COVID-19 SAFETY GUIDE



TABLE OF CONTENTS

[TABLE OF CONTENTS](#)

[ATTENDANCE](#)

[GRADING POLICY](#)

[STUDENT ASSESSMENTS](#)

[CAMPUS VISITORS](#)

[PREVENTION](#)

[COVID-19: POSITIVE OR SUSPECTED](#)

[IDENTIFYING POSSIBLE COVID-19 CASES ON CAMPUS](#)

[PRACTICES TO RESPOND TO A LAB-CONFIRMED CASE IN THE SCHOOL REQUIRED ACTIONS](#)

[CLOSE CONTACT](#)

[HAND WASHING](#)

[GENERAL HEALTH AND SAFETY PROTOCOLS](#)

[ATHLETICS & EXTRACURRICULAR ACTIVITIES](#)

[FACILITIES](#)

[DRINKING FOUNTAINS](#)

[SANITIZING & DISINFECTING](#)

[TECHNOLOGY ACCESS](#)

[MASKS AND PPE](#)

[STUDENT-TEACHER GROUPINGS](#)

[STUDENT DISMISSAL](#)

[TRANSPORTATION RECOMMENDATIONS](#)

[COVID 19 SYMPTOMS](#)

[COUNSELING RESOURCES](#)

ATTENDANCE

Poteet ISD students will be participating in **asynchronous** instruction to be counted for attendance purposes, student must be engaged in one of the following ways for each enrolled class during each school day:

1. **Daily** progress in the Learning Management System (LMS) as defined by PISD model. Our LMS is SeeSaw for grades PK-3 and Canvas for grades 4-12; or
2. **Daily** progress via teacher-student interactions as defined in the Poteet ISD plan; or
3. Completion/submission of **daily** assignments from student to teacher through the LMS or other media (potentially via email, online, or mail).

Poteet ISD will implement the model of **Asynchronous Instruction**. In addition, certain grade levels will implement a face to face check in (**Synchronous**). For example, a small intervention group, or a quick zoom meeting to explain difficult concepts. Elementary and Intermediate Dyslexia students will also participate in Synchronous Learning using the Reading by Design curriculum. PK-3rd grade students will use Seesaw. 4th-12th grade students will use Canvas.

Students will have assignments and checkpoints in LMS to complete daily. **Daily Checkpoint will be open from 12:00 am to 11:59 pm every day to record attendance.** Daily Checkpoint will be academic and related to material being studied. **If a student does not engage daily, they will be counted absent for that day.**

[Per Texas Education Code \(TEC\) 25.092](#), students must attend 90 percent of a course in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in effect during the 2020-2021 school year. Students who are not logged into the course daily are marked absent. Truancy will be monitored.

Poteet ISD students will have the option to either attend school in person or virtually during the 2020-2021 school year. Once an option is selected, students will not have the ability to change from Virtual Instruction to In-Person Instruction until the end of the current six-week grading period. Choosing to be a virtual student is a six-week commitment to this learning model. When you decide to send your child to school, there is no guarantee that they will have the same teacher as they did in remote learning.

Deadlines to Switch Learning Pathway

Please notify your child's campus by the following dates if you would like your child to attend face to face learning:

Instructional Model Change Selection Period:	New Choice Effect Date:
September 18, 2020	October 5, 2020
October 23, 2020	November 9, 2020
December 4, 2020	January 5, 2021
January 29, 2021	February 16, 2021
March 19, 2020	April 13, 2021

GRADING POLICY

Grading policy will be consistent with the guidelines in our campus handbook for all assessments and assignments.

STUDENT ASSESSMENTS

Students who select remote learning will participate in district-wide local, state and federal assessment programs. Remote assessment participation will be made available based on the guidance of the testing vendor and the availability of necessary resources. In the event that remote assessment is not permissible, in-person testing schedules and requirements will be coordinated.

See the District's Testing Calendar for district-wide local, state and federal student assessment dates. For more information on state and federal student assessment requirements, see [TEA's Student Assessment Division](#) resources.

CAMPUS VISITORS

- Visitors are limited to one person per family at any given time to the front office only. All visitors, including children, must wear a mask while on campus.

PREVENTION

STAFF MEMBERS

- Teachers and staff will self-screen for COVID-19 symptoms before coming onto campus each day.
- Teachers and staff will have temperature checked **daily**.
- Symptoms are listed at the end of this document.
- Teachers and staff must report if they themselves have COVID-19 symptoms or are lab confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to their direct supervisor if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus until the 14-day incubation period has passed.

STUDENTS

- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met.
- Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.
- Regularly performing a forehead temperature check of otherwise asymptomatic students in school is not required, but the practice is also not prohibited by this guidance. It is the intent of Poteet ISD to perform daily temperature checks.

COVID-19: Positive or Suspected

Any individuals who themselves either:

are lab-confirmed to have COVID-19; or experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met.

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- the individual has improvement in symptoms (e.g., cough, shortness of breath); **and**
- at least ten days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

SYMPTOMS that may be COVID 19

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either

- obtain a medical professional's note clearing the individual for return based on an alternative diagnosis **or**
- receive one confirmation that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

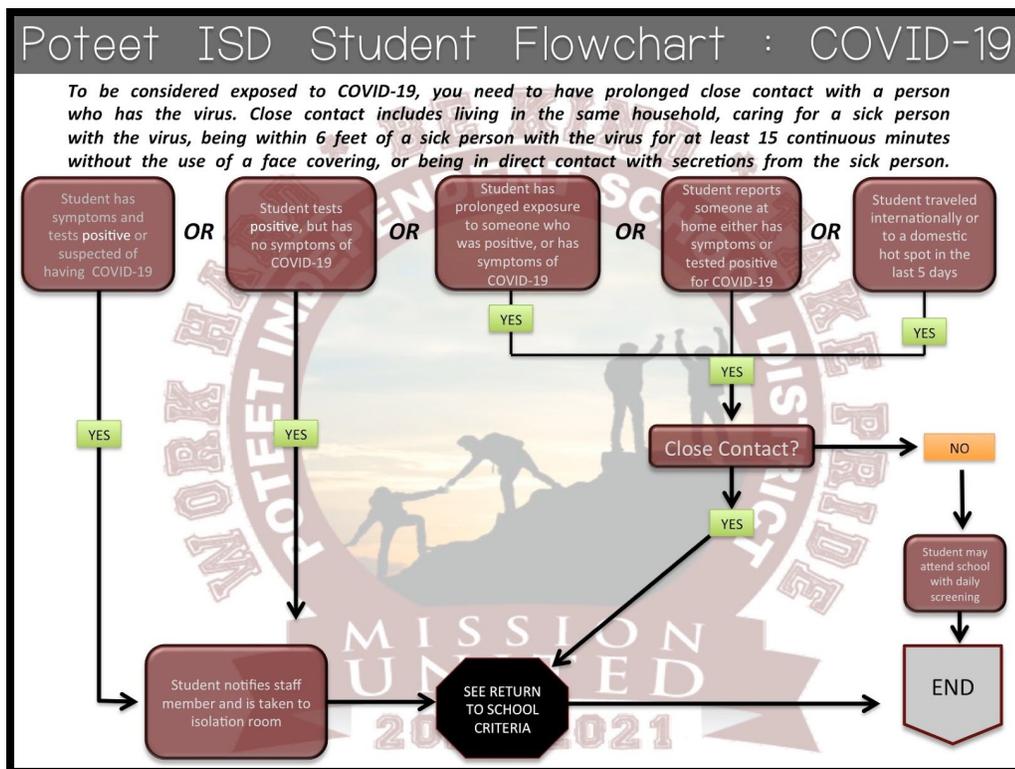
Identifying Possible COVID-19 Cases on Campus

- Schools will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools will sanitize the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Practices to Respond to a Lab-Confirmed Case in the School Required Actions

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. Schools will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any campus activities.

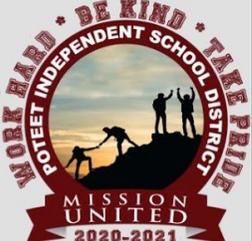
Close Contact



This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield);
- being within 6 feet for a cumulative duration of 15 minutes;
- if either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to

symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

RETURN TO SCHOOL CRITERIA	IMPORTANT INFORMATION
<ul style="list-style-type: none"> ✓ At least 1 day (24 hours) have passed since recovery (no fever without the use of fever-reducing medications) ✓ You have improved in respiratory symptoms (cough, shortness of breath, etc.) ✓ At least 10 days have passed since symptoms first occurred ✓ “Close contact” includes being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask) or being within 6 ft. for a duration of 15 minutes while not wearing a mask. 	<ul style="list-style-type: none"> ✓ Determine last date student was physically present at school, the time the student was within six feet or less of another individual ✓ Determine all areas that may have been exposed within the past 72 hours ✓ Close off areas used by student ✓ Disinfecting protocols ✓ Determine additional closure response and communication if positive
<h2 style="margin: 0;">SYMPTOMS OF COVID-19</h2> <p style="margin: 0;"><i>PEOPLE WITH THESE SYMPTOMS MAY HAVE COVID-19</i></p>	
<ul style="list-style-type: none"> ➤ Fever or chills ➤ Cough ➤ Shortness of breath or difficulty breathing ➤ Fatigue ➤ Muscle or body aches 	<ul style="list-style-type: none"> ➤ New loss of taste or smell ➤ Sore throat ➤ Congestion or runny nose ➤ Nausea or vomiting ➤ Diarrhea 

Hand washing

Students and staff will be regularly reminded about the importance of proper handwashing. Teachers may allow for more breaks to give students the opportunity to wash their hands, either at a classroom sink or in a restroom.

In addition, we will place hand sanitizer throughout schools and on our buses. Students and staff will be encouraged to use hand sanitizer regularly.

General Health and Safety Protocols

- Campus staff will be trained in COVID-19 safety protocols.
- Disinfectants will be used for deep cleaning campuses.
- Students, teachers, staff, and essential campus visitors will be encouraged to sanitize and/or wash hands frequently.
- Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if not available, to cover with their elbows. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- Sneeze Guards and Plexi-glass will be added to public reception desks.
- Social distancing and safety signage will be added and visible throughout school facilities including restrooms.
- PISD will limit visitors on campus only to conduct essential school business- Ex: attending an ARD meeting that cannot be held virtually, picking up their child from the nurse's office, etc..
- All visitors will remain in the entrance of the building or remain outside until screened to enter.
- PISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus until they meet the criteria for re-entry to the campus.

Athletics & Extracurricular Activities

At this time, we plan to offer athletics and extracurricular activities in the fall semester. However, activities, practices, and schedules will be modified to ensure students remain physically distanced. Coaches will be able to provide more information. Only students attending instruction on campus will have the ability to participate in extracurricular activities.

Facilities

All Poteet ISD buildings are closed to outside rentals during this time.

Drinking Fountains

We are discouraging students from using the drinking fountains. Instead, we recommend that all students bring water bottles to school so that they can refill them. Students should not share water bottles with others.

Sanitizing & Disinfecting

Our custodial staff will significantly increase the wiping down and disinfecting of public spaces and high-touch surfaces across our buildings and throughout the school day. We will also provide greater access to cleaning materials for our teachers and staff so that they can clean and disinfect spaces, as needed.

Technology Access

Due to the possibility that students will need to engage in remote or online learning at some point in the school year, the district will provide devices for students who do not have reliable access to a computer at home. The parent/student is financially responsible for negligent damages to the device. The dollar amount will be the cost of the parts needed to repair the device or replace the device.

We also know that not all families have reliable internet access at home. Families will need to request a PISD hotspot or device on the [technology commitment form](#). Families will be given a specific date and time for pickup from your child's campus and/or technology department.

Masks and PPE

Face masks are an important part of employee and student protection. Schools are required to comply with the governor's executive order regarding the wearing of masks. Students are asked to bring their own masks to school daily. If a student does not have a mask, one will be provided.

It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks during those activities, Students, teachers, staff, and visitors will be required to wear masks when entering and exiting facilities and practice areas and when not actively engaging in those activities. Students who are actively exercising are able to remove masks, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks.

Student-Teacher Groupings

Encourage students to practice social distancing.

1. Student desks will be placed at a minimum of six feet apart when possible.
2. PISD will plan for more frequent hand washing and/or hand sanitizing.
3. Masks will be worn by all.

Student Dismissal

- Campus will designate staggered dismissal groups. Releasing different groups of students to different locations will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
- Sanitizer stations will be placed at each exit, and students will be encouraged to sanitize hands prior to exiting the building.

Student Pick-Up During the Instructional Day

- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

Transportation Recommendations

Bus drivers or custodial staff will disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes
3. Students will wear masks on bus

PISD will place hand sanitizer at the entry of all buses. When possible, windows will be opened to allow outside air to circulate the bus.

COVID 19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feverish or a measured temperature greater than or equal to 100.0 degrees F
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Counseling Resources

Poteet ISD knows that this has been a very difficult time for the families and students in our community. We want to make sure our students are still being supported in regards to their social, emotional, and academic needs during this time. Poteet ISD has created counseling hotlines for each campus with the numbers listed below. Students and Parents can contact their campus counselors with any questions or concerns they may have regarding mental health, career counseling, counseling and or academic needs.

Campus counselors are available from 8:00-4:00. Our **District At-Risk counselors, Ms. Castro and Ms. Gibson** are available at all times.

They are also able to text the numbers if they feel more comfortable doing so.

Laura Oliva Elementary- 830-391-9227

Joseph Grote Intermediate- 210-920-5931

Kristen Henson Junior High- 210-816-2561

Jozelle Guerra High School- 210-920-5959

If you or someone you know is suicidal you can contact the crisis numbers below:

National Suicide Hotline - 1-800-273-8255

Crisis Hotline – 1-800-543-5750

[Local Counseling Resource List & Mental Health Facilities](#)

[Community Emergency Resources](#)