

REVISED 8/04/2020



RETURN-TO-WORK PLAN

IN RESPONSE TO COVID-19

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INTRODUCTION

As it has always been, the health and safety of our staff and students is our highest priority. While it is not possible to eliminate all risk of furthering the spread of COVID-19, this guidance document contains information on practices that minimize the likelihood of viral spread. We have created this plan to aid in navigating the reestablishment of our district where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. These protocols and guidelines have been developed using public health and governmental directives and will be modified as that information changes. We believe that educating our staff about proper hygiene techniques and necessary safety measures to prevent the spread will not only keep them safe but will also keep their respective families safe. The prevention and mitigation practices outlined in this section of the document are designed to significantly reduce the likelihood that a coronavirus outbreak occurs in the district.

All staff are expected to return to work on-site according to their contract start date. If a staff member has a health or family circumstance that he/she believes may impact the ability to work on-site, he/she must contact our human resources department for further guidance.

The District budgeted for additional cleaning and sanitization supplies that will be needed to open the schools in August. The Texas Education Agency also provided additional supplies to school districts. All classrooms and buildings will be equipped with hand sanitizer and disinfecting supplies. Parents do not need to send additional cleaning supplies to the campuses.

Resources utilized in the development of this document:

- [TEA – SY 20-21 Public Health Planning Guidance \(8/4/2020\)](#)
- [Texas Governor Executive Order \(GA-29\) \(7/2/2020\)](#)
- [Governor’s Checklist for All Employers \(7/2/2020\)](#)
- [Governor’s Checklist for Office Based Employers \(7/2/220\)](#)
- [San Antonio Metro Health Directive \(7/17/220\)](#)
- [CDC](#)
- [SCUCISD Health and Safety Protocols](#)
- [Staff FAQ](#)

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Phase I	May 11 th - June 12 th	<ul style="list-style-type: none"> ● Prepare detailed Return to Work plan ● Supplies, equipment ● Implement social distancing protocol and open facilities with limited access/use ● Staff working remotely allowed
Phase II	June 15 th – First day of instruction or teacher return	<ul style="list-style-type: none"> ● Continue social distancing protocol and open facilities ● Prepare building and transportation for reopen with thorough cleaning ● Expand the use of buildings based on recommendations and data from CDC, TEA, Texas Governor, and applicable state and local agencies ● Staff return to on-site work as permitted by executive orders
Phase III	Face-to-Face Instruction	<ul style="list-style-type: none"> ● Open school ● Expand full operation based on recommendations and data from CDC, TEA, Texas Governor, and applicable local and state agencies ● Determine what restrictions/guidelines stay in place

COVID-19 SYMPTOMS

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

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

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

CLOSE CONTACT

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (ie., both infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing 10 days following the confirming lab test.

PREVENTION: PRACTICES TO PREVENT THE VIRUS FROM ENTERING THE BUILDING

EMPLOYEE SCREENING

TEACHERS AND STAFF – Teachers and Staff will self-screen for COVID-19 symptoms before reporting to work each day including taking their own temperature. Teachers and staff must notify their supervisor if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off-site until they meet the criteria for re-entry as described in this document. Additionally, teachers and staff must notify their supervisor if they have had close contact as defined in this document with an individual who is lab-confirmed with COVID-19, and, if so, must remain off-site until the 14-day incubation period from last contact has passed.

EMPLOYEE PROTOCOLS

- Self-screen every day for COVID-19 Symptoms before reporting to work
- Staff must wash or disinfect hands when entering and leaving buildings
- Observe coughing and sneezing etiquette
- Allow the use of a thermometer if suspected of having COVID-19 symptoms
- Sign the Return to Work acknowledgement
- Masks must be worn as stated in the Governor’s Executive Order (GA-29).

IDENTIFYING POSSIBLE COVID-19 AT A CAMPUS OR WORK

- The district will immediately separate any staff member who shows COVID-19 symptoms.
 - If at any time, a supervisor suspects an employee is ill while at work, the supervisor may require the employee to take their temperature.
- If an employee is suspected of possible COVID-19, they will be asked to leave work and go home or to the nearest health center.
 - Areas heavily used by the employee will be deep cleaned as soon as is feasible
- The employee should contact his/her immediate supervisor for direction.
 - A supervisor will make the initial report to Human Resources and begin completing the [COVID-19 Case Form](#)
 - Human Resources will determine if the employee qualifies for Families First Corona Response Act Leave (FFCRA).
- Employees who stay home or are sent home due to COVID-19 symptoms and are unable to perform their duties remotely will input their leave in SAMS.

STAFF CONFIRMED OR SUSPECTED WITH COVID-19

- Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus or work until the district screens the individual to determine if conditions for re-entry have been met:
- In the case of an individual who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
 1. at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 3. at least ten (10) 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 or work until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to work before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- Employees who are not tested for COVID-19 or have not been ordered to be quarantined by a healthcare provider will not be eligible for FFCRA leave.

Employee health information is kept as confidential. Our staff is encouraged to also maintain their own confidentiality.

GUIDANCE IF EXPOSED

Teachers and staff must notify their supervisor if they have had close contact as defined in this document with an individual who is lab-confirmed with COVID-19, and, if so, must remain off-site until the 14-day incubation period from last contact has passed.

Please do the following:

- Contact the following and let them know you have been exposed to COVID-19, then follow their instructions.
 - Your healthcare provider
 - Your supervisor within 24 hours
 - Supervisor will make initial report to Human Resources
- If you are unable to work remotely, your supervisor will work with Human Resources to determine next steps.
- In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SCUCISD employees, students, parents, and visitors should practice staying approximately six feet away from others and eliminate personal contact with others.

- The use of staggered arrival and departure times may help reduce staff gathering
- In person meetings should be limited
- Taped lines on the floor may identify areas in the building in order to maintain the social distancing requirement of six feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

Due to the fact, physical distancing may be difficult and in accordance with the Governor's Executive Order GA-29, staff, visitors, and students will be required to wear a facial covering/mask.

SHARED SPACES

Breakrooms or Teacher Lounge, Multipurpose Room, Workroom – Each building administration team will need to consider how these areas may be arranged to promote social distancing. This includes the use of shared appliances. Building administrators should consider:

- Rearranging or removing furniture/equipment
- Providing “floor signage or tape” to identify waiting distances

FOOD/DELIVERIES

Sharing refreshments during meetings is prohibited in order to limit the risk of contamination. If meals are provided to employees, they must be individually packed. We ask there be no food delivered to the campus, but a staff member may pick-up meals to provide for a group. Personal package delivery to a campus is not permitted.

RESPOND: PRACTICES TO RESPOND TO A LAB-CONFIRMED CASE IN THE SCHOOL

ACTIONS IF AN INDIVIDUAL WITH LAB-CONFIRMED CASE HAS BEEN ON-SITE

- If an individual who has been on-site is lab-confirmed to have COVID-19, the school/department will notify the [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).
- The facility supervisor will close off areas that were 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-site.
 - After dismissal, the entire room will be deep cleaned according to the provisions below.
 - General Disinfection protocol
 - Maximize outdoor air (HVAC and windows)
 - Disinfect all shared workspaces and equipment
 - Doors (around handles and high touch areas)
 - Under edges of chairs, tables, and counters
 - Window Ledges
 - Use of an electrostatic fogging disinfection device
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, 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 in any on campus activities.

MITIGATE: PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID-19 SPREAD INSIDE A BUILDING

HEALTH AND HYGIENE PRACTICES: GENERAL

- Schools will have hand sanitizer at the public entrance and in every classroom.
- Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
 - Signage will be posted in all restrooms.
- In addition to nightly campus wide disinfection, Custodial staff will provide frequent disinfection of high touch surfaces throughout the campus during the school day as shown below.

Custodial		
Campus Area	High Touch Surfaces	Disinfection Frequency
Campus Wide (entrances/lobbies, reception areas, hallways, workrooms, lounges)	doors, door handles, light switches, handrails, water fountains, elevators	mid-morning and mid afternoon
Restroom	door/stall handles, sink handles, counter tops, flush handles, soap and paper towel dispensers	mid-morning and mid afternoon
Cafeteria	tables, water fountains, handrails, doors, door handles	after each breakfast/ lunch period
Student Transition Areas (secondary)	doors, door handles, handrails	after each period

- Campus Instructional Faculty and Staff will provide frequent disinfection of high touch surfaces in classrooms and shared student spaces as shown below.

Campus Instructional Faculty and Staff		
Campus Area	High Touch Surfaces	Disinfection Frequency
Classroom	desks, tables, door handles, light switches, electronic devices, telephones	mid-morning and mid afternoon
Office Spaces	desks, tables, door handles, light switches, electronic devices, telephones	mid-morning and mid afternoon
Shared Classroom	desks, tables, door handles, light switches, electronic devices, telephones	after each group/period
Shared Learning Spaces (computer labs, art rooms, libraries, etc.)	desks, tables, door handles, light switches, electronic devices, telephones	after each group/period

- Allow children to bring from home and use district approved disinfectant wipes and personal hand sanitizer in ways that are safe and developmentally appropriate to clean their personal area. Students will not be required to bring cleaning supplies from home.
- All cleaning supplies will be stored safely, including storing harmful products where children cannot access them, and ensuring that harmful cleaning products are not used near children.
- [Electronic Device Disinfection protocol](#)

HEALTH AND HYGIENE PRACTICES: PPE/FACE COVERINGS

- For the purposes of this document, masks include non-medical and medical grade disposable face masks and cloth face coverings (over the nose and mouth). Full-face shields may be used in place of a mask to

protect eyes, nose, and mouth whenever a mask is not feasible or whenever the education context may benefit from the ability to see an individual's full face.

- All masks must be school appropriate and in accordance with the district dress code policy.
- Staff, Visitors, and Students are required to comply with the Governor's Executive Order (GA-29) regarding the wearing of masks.
 - "Every person in Texas shall wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household"
- The district is providing all staff a cloth mask. You may wear a personal cloth mask if preferred, including scarves, bandanas, or homemade coverings.
- Sneeze Guards: May be deployed at workstations that require staff to work directly with the public on a regular basis as part of their normal duties.

VISITORS

Visitors on campus must continue to sign in. A visitor's signature affirms the absence of COVID-19 symptoms and attestation the individual has not been in close contact with someone lab-confirmed with COVID-19. Visitors will also be required to take a touchless temperature check.

- Visits to school will be restricted to only those **essential** to support the operation of the school. (ie: ARD meetings, Teacher/Parent conferences, etc)
- While at the school all visitors must comply with the prevention and mitigation requirements described in the SCUCISD Health and Safety Protocols

SIGNAGE

- Stay Well Texas (Entrance, Workrooms, Staff lounges, Common areas)
- Self-Screening (Entrance, Sign-in area)
- Hand Washing Sign (restrooms)

SOCIAL-EMOTIONAL WELL-BEING OF STAFF

The SCUC school counselors will provide resources such as videos and webpage links for staff to access. Counselors will also provide online sessions to help support emotional well-being.

ACKNOWLEDGEMENT OF COVID-19 SAFETY PROCEDURES

Name _____ Employee ID _____

Position _____ Department/campus _____

I hereby acknowledge receipt of a copy of the SCUCISD Return to Work Plan. I agree to read and abide by the standards, policies, and procedures in this document as well as the SCUC Health and Safety Protocols.

Employees can access the Return to Work Plan and SCUC Health and Safety Protocols in electronic format or you may contact your immediate supervisor to receive a hard copy.

In addition, I agree to observe the following safety practices to help protect myself and others and to mitigate the spread of COVID-19 in the workplace:

- Avoid close contact and maintain 6 feet of distance between others
- Wear a mask or a face shield in district facilities and when around others
- Wash my hands often and use hand sanitizer
- Avoid touching eyes, nose, and mouth
- Cover coughs and sneezes and discard used tissues
- Clean and disinfect assigned areas as directed
- Refrain from congregating when social distancing is not possible (e.g., lounge, common areas, breakrooms)
- Monitor my health and conduct required daily screening
- Inform my supervisor if I experience any symptoms after the start of the workday

Signature

Date

Please sign and date this receipt and forward it to your immediate supervisor.