



**ORE CITY**  
Independent School District

2021-2022  
Safe Return to In-Person Instruction  
and  
Continuity of Services Plan

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## **Ore City ISD Commitment to Equity**

The District shall provide every student with equitable access to high quality, culturally and personally relevant instruction, curricula, support, facilities, and other educational resources, even when this means differentiating resources to accomplish this goal.

## **Stakeholder Feedback and Input**

Ore City ISD will continue to seek feedback and input from our families and teaching staff regarding their experiences during school closure in the spring and on concerns and needs as we plan for the fall through a lens of continuous improvement.

## **Reshaping 2021-2022: The OCISD School Calendar and Online Learning Survey**

Ore City ISD surveyed parents, students, employees, and community members in June about a variety of issues, including instructional quality and meals to go services during COVID-19 shutdown, as well as the academic calendar for the coming year.

### **80 Total Responses**

<b>39</b>	<b>22</b>	<b>10</b>	<b>5</b>	<b>2</b>	<b>2</b>
Parent Guardian	Teacher	School Support Staff	School Leader	Community Member	Student

## **In-person Instruction**

In-person instruction for the 2021-2022 school year will be safe, organized, and an engaging experience for all students. Here are some standards Ore City ISD will follow regarding in-person learning:

- Staff and students will follow current face mask guidance. **Effective June 4th, 2021, by order of Governor Abbott, masks will be optional for all staff and students but welcomed and available for those who choose to wear them.**
- OCISD will continue to promote reasonable social distancing when possible, particularly in large indoor events.
- District will continue daily and weekly cleaning and disinfecting protocols.

## **Attendance Requirements**

Per Texas Education Code (TEC), §25.092, students **must attend 90%** of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2021-2022 school year.

## **Health and Safety Preparation**

The Centers for Disease Control and Prevention (CDC) continues to provide guidance, recommendations and resources to assist with plans and protocols for health and safety. Ore City ISD will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency (TEA) and other jurisdictional policies
- Providing communication of procedures and expectations upon entering facilities and throughout buildings

## **Health and Safety Training**

- Ore City ISD will provide information to students on appropriate hygiene practices.
- Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.
- Teachers will attend training and develop classroom procedures consistent with TEA, District and CDC guidance.
- All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.

## **Student and Staff Pre-Screening**

All students and staff will pre-screen for COVID-19 symptoms daily prior to arrival.

- Staff will be required to complete a self-screening process prior to entering an Ore City ISD building, and the District may require further screening of employees at any time based on current state and federal guidelines.
- A parent or guardian will be required to pre-screen their children for COVID-19 symptoms each day prior to sending them to school.
- Parents will need to take their child's temperature daily.
- 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).
- Parents must ensure they do not send a child to school on campus if the child has **lab-confirmed COVID-19**, until all of the following conditions for re-entry are met.

Students and staff will be permitted to return to school when the following three conditions are met:

- They are 1-day (24 hours) fever-free without using fever-reducing medication;
- They have improved symptoms (cough, difficulty breathing, etc.);
- 10 days have passed since symptoms began.

Staff and students should not enter campuses or District buildings if any of the following apply.

- They are sick or have been sick in the past 2 days. Symptoms to watch for include fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, shaking or exaggerated shivering, diarrhea.
- They have confirmed cases of COVID-19 or have been in close contact with people with confirmed cases of COVID-19. These individuals must contact their supervisor/campus principal and follow all isolation and quarantine instructions from OCISD in accordance with local health authorities.
- Those who have travelled internationally in the past 14 days may return to school /work and must follow current CDC recommendations.

**Additional screening may be conducted upon arrival to school and during the school day. Teachers will monitor students and refer them to the nurse if symptoms are present.**

### **Personal Protective Equipment (PPE)/Face Mask**

One of the most effective measures to prevent the spread of the virus is using face masks. Effective June 4th, 2021, by order of Governor Abbott, masks will be optional for all staff and students but welcomed and available for those who choose to wear them. This requirement is subject to change.

- Masks include non-medical grade disposable face masks or cloth face coverings over the nose and mouth.
- The District will provide students with cloth and disposable masks as needed. Students may also choose to wear their own, washable, reusable masks from home.
- Students unable to wear face masks for documented health reasons may be provided with a reusable face shield as an alternative.
- Individual needs regarding face masks will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.

### **Return to Workplace Protocols & Expectations**

#### **Site Preparation**

Appropriate signage that can be seen before entering the campus is posted at key points throughout the campus. Each campus has a sign-in process to receive staff and guests. Required signage reminds staff, students and visitors to practice reasonable social distancing when possible and continue to wash and/or sanitize hands.

### **District Operations Personal Protective Equipment**

District Operations will continue to provide PPE for every campus. The PPE includes the following:

- Cloth mask and disposable masks for staff and students requesting them
- Hand sanitizer
- Disinfectant wipes
- Disinfectant spray-for additional PPE, campus administrators will contact their area maintenance director.

### **COVID-19 Safe Schools Training**

Principal leaders will confirm that all staff members have completed the COVID-19 Safe Schools training video prior to reporting to the campus.

## Staff In-Person Expectations

Principals will hold group sessions, promoting reasonable social distancing to the best of their ability, to share campus specific plans, protocols, and expectations with all returning staff members. Staff meetings will include self-screening requirements and workplace precautions. The District has instituted the following protocols and expectations. Campus Administrators will ensure that the following health and safety precautions are constantly communicated:

- Employees promote reasonable social distance from others when possible.
- Employees will use the hand sanitizer station upon entry, wash hands with soap and water throughout the day, and practice covering sneezing or coughing when in communal spaces.
- Employees will sanitize their workstations throughout the day and upon leaving for the day with the supplies that have been provided.
- Employees are required to report to their immediate supervisor any concerns that arise regarding possible exposure to someone who has tested positive to COVID-19.
- Individuals will inform their direct supervisor or campus administrator and follow OCISD COVID-19 Reporting Protocols if they, or someone they have been in close contact with, has tested positive for COVID-19.

## Expectation of Daily Self-Screening at Home

All employees have been directed to complete the daily COVID-19 Self-Check prior to reporting to work each day. Each campus has created an individual COVID-19 plan which will include mitigation, preparedness, disinfecting guidelines and directions on how to respond to a positive COVID-19 report. Individuals will inform their direct supervisor or campus administrator and follow OCISD COVID-19 Reporting Protocols if they, or someone they have been in close contact with, has tested positive for COVID-19.

## On-Site Assistance for Parents

Encouraging and supporting student registration is imperative. Principals will ensure that designated staff are readily available to answer parent calls, provide assistance and support families in returning to Ore City ISD.

## **Hand Washing and Disinfecting Expectations**

Frequent hand sanitization and disinfection will be required to ensure the health and safety of students and staff.

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria, and in common areas throughout the campus.
  - Staff and students will be expected to regularly wash or sanitize their hands.
- Staff and students will practice habitual and thorough hand washing after recess, before eating, and following restroom breaks.
- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
  - Staff will limit the use of shared supplies when possible.

## **Daily Campus Cleaning**

The District will utilize safe practices for the cleaning, sanitizing, and disinfecting of our school campuses while allowing students to engage in classroom activities. To ensure a sanitary environment for students and staff, the District will provide:

- Routine cleaning of schools and facilities, with special attention to specific high-use areas
  - such as door handles, knobs, and buttons.
- Increased disinfecting throughout the school day for restrooms and any other high-use common areas.
- Restrooms will be frequently stocked with soap and paper towels.
- Daily application of disinfectants registered with the EPA and approved for contact services.
- Daily spraying of our facilities, buses, and classrooms including items such as computer keyboards, math manipulatives, books, etc.
- Cleaning supplies for each classroom, such as EPA certified disinfectant spray and disinfectant wipes to clean desks and surfaces periodically.
- Professional development for campus custodians on the disinfecting of a facility or a specific site within a facility, should a confirmed case of COVID-19 be identified on a specific campus or site and need to be closed for a designated amount of time, as recommended by the CDC.



## **Classroom Safety**

Classroom protocols and procedures will include expectations about school supplies, social distancing, limiting group work, hand washing and sanitizing:

- Reasonable social distancing, particularly in large indoor events, will be promoted, when possible.
- Proper handwashing procedures will be taught in every classroom. Additional preventative information shared with students will include covering your cough or sneeze, avoid touching your face, maintain physical distance, and use of face masks.
- Campus staff will ensure high-touch areas in the classroom are wiped in between classes.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when students are involved in collaborative work.

Each classroom will be outfitted with the following:

- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Elementary: Containers for students to store single-user items such as pencils, crayons, scissors, earbuds, etc.

## **Isolation Procedures and COVID-19 Cases**

For students displaying symptoms of COVID-19 or who are feeling feverish, the school nurse will provide clinical assessments to determine if and when students need to be sent home.

- Students who are ill will be separated from their peers and should be picked up as soon as possible.
- Staff members displaying COVID-19 symptoms will follow District protocols, including isolation from students and other staff members.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify the Ore City ISD Nurse's Office.
- Schools will identify any areas impacted by COVID-19 positive individuals for proper cleaning and disinfection.
- District communication will be provided to the students who came in close contact with a student or staff member displaying COVID-19 symptoms. Communication will be provided without disclosing the name of the infected individual.
- Individuals will be required to follow advice from the medical professionals including the possible imposition of a 10-day quarantine.
- Campuses and/or classrooms will be closed for cleaning in accordance with current guidelines.

## **COVID-19 Reporting Protocol**

In the event of confirmed positive instances of COVID-19 at a District site, campus staff have specific reporting obligations.

All the following personnel must be notified in the event of a confirmed positive:

1. Campus Administrator
2. Campus Nurse

The COVID-19 Positive Case Communication Protocol will be initiated by the Campus Administrator addressing:

- Who has tested positive
- Date(s) and location(s) impacting the facility
- Potential close contacts
- Areas to be cleaned and disinfected

OCISD Health Services will:

- Respond to impacted individual(s) to provide quarantine instructions.
- Notify the Upshur County Public Health Department of the reported positive case.
- Share relevant, non-personally identifiable information, as appropriate, with Superintendent and designated District Administrators. Superintendent will inform the Board of Trustees, as necessary or appropriate.
- Communicate with campus administrators to send notification to those with known exposure to the affected individual.
- Provide public notification letters to direct supervisor or campus administrator for distribution as appropriate.

Communication will be provided without disclosing the name of the affected individual.

**Students and staff who have tested positive for COVID-19 will be permitted to return to school when the following three conditions are met:**

- They are 1-day (24 hours) fever-free without using fever-reducing medication;
- They have improved symptoms (cough, difficulty breathing, etc.);
- 10 days have passed since symptoms began.

## **Bus Transportation**

As schools reopen, students using District transportation services will follow revised protocols. The new safety and disinfection protocols will need to be followed starting at the time when students arrive at their designated bus stop and board the school bus.

## **Student Safety**

All students' families complete a daily wellness self-check from home (including a temperature check) prior to sending their students to the bus stop. If a student has a temperature of 100 degrees Fahrenheit or higher, they are to remain at home.

- Hand sanitizer will be available to all passengers.

## **Staff Safety**

All drivers will self-check their temperature upon arrival prior to driving their route.

- Masks will be optional for all staff but welcomed and available for those who choose to wear them.

## **Ventilation on the Bus**

Efforts will be made to increase the ventilation on the bus to reduce the spread of COVID-19.

- A/C filters will be replaced with greater frequency.

## **Environmental Hygiene**

Proper cleaning schedule will be followed to ensure debris is removed.

- Each bus will be sprayed with a disinfectant upon completion of each day.

## **COVID-19 Impact Notification**

Campuses will communicate with the Ore City ISD Transportation Department regarding cases in which a student has been impacted by COVID-19.

## **School Arrival and Dismissal**

### **Campus Arrival Protocol**

Each principal will be responsible for designing an entry plan specific to their building. These individual campus plans will be shared with campus staff, parents, and students before returning to campus after receiving District approval.

### **Components of campus entry plan**

- School exterior doors will open at least 10 minutes before school begins each day.
- Staff is assigned to monitor in front of the campus as students enter the building.
- Staff is assigned to monitor the hallways and classrooms.
- Breakfast will be served prior to the start of the school day.

### **Staff health checks**

Staff will be required to self-screen prior to arrival; however, the District may require further screening of employees at any time based on current state and federal guidelines.

### **Campus Dismissal Protocol**

Each principal will be responsible for designing a dismissal plan specific to their building. These individual campus plans will be shared with campus staff, parents, and students before returning to campus after receiving District approval.

### **Components of a campus dismissal plan**

- Students who ride the bus will be dismissed as soon as buses arrive at the end of the school day, but no more than 10 minutes before the scheduled dismissal time.
- Assign staff members to monitor during dismissal.
- Students with special needs will be assigned priority dismissal times.
- Dismissal times will be staggered with exits identified.

## **Hallways**

Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.

- Where possible, one-way traffic throughout campus corridors will be established.
- In two-way halls, students are expected to stay to the far right of the hall when walking.
- When possible, it is recommended that students make transitions outside of the building.
- Visual markers will be developed to help students adhere to established campus traffic flow.
- Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible.

### **Breakfast and Lunch**

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms, the library or other large areas within the school building.

- At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias. Students will be expected to follow campus guidelines for cafeteria procedures.
- All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria. Signs will be posted on the walls and floor to promote reasonable social distancing when possible.
- Assigned staff supervises students in cafeteria lines, direct students to open seats, and promote reasonable social distancing when possible.
- Campuses will develop breakfast and lunch plans aligned to safety and health guidelines and specific to the needs of the campus in coordination with Food Services Department

### **Common Areas, Meetings and School Events**

To the extent possible, meetings and school events will be conducted in large spaces where reasonable social distancing can be promoted.

School community partners, PTA, Boosters, etc. will collaborate with and seek approval from campus/District administration prior to planning any in-person event.

Procedures that are required when attending meetings or using common areas such as computer labs, conference rooms, and libraries:

- Students and staff will hand sanitize when entering and exiting common areas.
- Campuses will develop a schedule for the use of common areas, which is to include sanitization procedures between uses.
- Staff will sign up to reserve time in common areas.
- When needed, personal supplies will be brought to the common areas.
- Reasonable social distancing will be promoted when possible.

## **Physical Distancing**

The CDC continues to encourage social (physical) distancing as a key strategy in the containment of the COVID-19 virus. Ore City ISD campuses will promote reasonable social distancing when possible.

- Each campus will establish various entry doors for entry.
- Each campus will identify assigned seating in classrooms and buses; we will promote reasonable social distancing when possible in auditoriums, cafeterias, and other areas.

## **Emergencies and Drills**

Ore City ISD will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Secure, Lockdown, Evacuate and Shelter. Campuses will develop a plan in conjunction with their area advisor to modify procedures to accommodate social distancing.

## **Recess and Playground Structures**

Campus Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities.

- Campus Administrators will develop an appropriate plan for recess time. Playground structures will be utilized when allowed in accordance with current guidelines.
- Campus staff will monitor students to ensure safety guidelines are followed.
- Students should maintain social distancing to the best of their ability while lining up to return to class and sanitize or wash hands before re-entering from outdoor activity.

## **Physical Education**

Whenever possible, physical education classes will be held in a space that will allow for maximum physical distance between students.

- Procedures will be implemented in the locker rooms to maximize social distancing.
- Equipment will be disinfected regularly.
- Activities requiring multiple students to touch or handle the same equipment will be minimized..
- Hand sanitizer and/or access to handwashing will be provided.

## **Water Fountains**

- Campuses will mitigate the use of water fountains.
- Students are expected to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
- Campus staff will monitor and instruct students to fill water bottles instead of drinking directly from the water fountains to the extent possible.

## **COVID-19 Discipline Protocol**

**Intentional Infection Spread:** Any student intentionally coughing, sneezing, or spitting on another student or staff member with the intention of infecting the other student with COVID- 19 while on the bus, campus, or at a school-related event is a violation of the Student Code of Conduct:

Assault (Board Policy FO): Assault with bodily injury is defined by Texas Penal Code 22.1 (a)(1). A person commits an assault if the person intentionally, knowingly or recklessly causes bodily injury to another.

The following steps will be taken should this occur:

- Notify the campus administrator.
- The administrator shall remove the students quickly to investigate the incident.
- Students should be taken to the school nurse or appropriate medical personnel if at a school sponsored event for an evaluation.
- The school nurse or appropriate medical personnel should notify the campus administrator about the findings of the evaluation. Based on the nurse's evaluation, proceed with caution and follow protocol for potentially highly contagious individuals.
- Notify parents/guardians of each student involved in the alleged incident.
- The campus administrator may investigate the allegation to determine intentionality.
- If the alleged behavior is determined to be intentional, the sequence of disciplinary interventions begin with the minimum disciplinary action and may progress to the more serious disciplinary consequences established in the Student Code of Conduct.
- The appropriate offense/consequence is entered in the Student Information System.

## **Visitor Requirements**

All individuals entering the building will be required to proceed directly to the office to check in and receive specific directions.

- Parents are asked to report directly to the front office area. In-person volunteers (including mentors, college representatives, guest speakers, etc.) are asked to report directly to the front office area.
- Virtual tools may still be used to conduct meetings such as 504 meetings, ARDs, LPAC, etc.
- Individuals with COVID-19 symptoms or lab confirmed COVID-19 are not eligible to enter a campus under any circumstance.
- Individuals should maintain social distancing to the best of their ability.

## **Social Emotional Support In-Person Instruction**

Ore City ISD is committed to supporting the social emotional needs of all students as they prepare for college, career and community leadership. Stakeholders will be trained to be aware and understand the impacts of trauma induced by COVID-19. Through this training and collaboration model, students' social emotional needs will be addressed by:

- Collaborating across child-serving systems to assess impacts of trauma and provide necessary intervention.
- Providing students with the competencies to practice a healthy lifestyle.
- Engaging in professional development so that staff will be able to facilitate an emotionally safe and physically safe learning environment.
- Actively monitoring the progress of students to identify necessary supports for student engagement in learning connected to the school and the broader community.
- Collaborating with parents and staff to ensure student access to personalized learning during this crisis.
- Providing access to tools and resources to support social skills and social emotional learning for both in-person and virtual learning students.
- Providing access to Counseling and Intervention, Family and Community Resource Referrals, Telehealth Services, MTSS, and Restorative Practice.

## **Athletics and Extracurriculars**

The health and safety of our student athletes is the number one priority. Based on current information about COVID-19, a back-to-school athletic plan is designed to help prevent exposures to COVID-19 for all student athletes, coaches, and staff. The plan will be continuously updated as additional information becomes available.

Athletics will continue to work closely with the Ore City ISD administration and the University Interscholastic League (UIL), so timely and accurate information can guide appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies. Campuses will implement the following safeguards:

- Staff and students will follow current face mask guidance. Effective June 4th, 2021, by order of Governor Abbott, masks will be optional for all staff and students but welcomed and available for those who choose to wear them.
- Parents will provide transportation for their students for summer activities.
- Limiting personal interaction - OCISD will continue to promote reasonable social distancing and limited group sizes when possible.
- Hygiene – hand washing will be emphasized before, during, and after team activities when practicable.
- Cleaning and sanitation – Routine and enhanced cleaning and sanitation measures will be implemented.
- Safe access to facilities – Facility entry and exit points will be coordinated to minimize personal interaction and promote reasonable social distancing.