



Ponder ISD In-Person Safety Protocols

PLEASE NOTE: The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

COVID-19 **Staff & Student Process Map**

Screening Protocols:

- Staff is required to **self-screen** for COVID-19 symptoms prior to reporting to work each day (see **TEA guidelines**).
- Parents/guardians are expected to **screen their students** for COVID-19 symptoms each day prior to sending their student to school (see **TEA guidelines**).
- Student temperature checks will be conducted **each morning** on each campus.
- Teachers will monitor students and refer to the appropriate campus staff if symptoms are present.

Isolation Protocols:

Student or Staff Displaying COVID-19 **Symptoms:**

- Students who are presenting COVID-19 symptoms on campus:
 - The student will be isolated in an appropriate setting.
 - Appropriate staff member will provide clinical assessment to determine if and when student needs to be sent home.
 - Parent/guardian will be contacted and the student should be picked up as soon as possible.
- Staff members who are presenting COVID-19 symptoms on campus:
 - Staff will report to supervisor and leave to get medical care (*9-1-1 will be called if there's a medical emergency*).
 - Staff will be isolated in an appropriate setting if they cannot leave immediately.
- The educational environment that the student/staff was in will follow the appropriate protocol for disinfecting as quickly as possible.
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- Students displaying COVID-19 symptoms will follow district protocols including isolation from other students and staff members.
- If an individual has symptoms that could be COVID-19 and want to return to school before completing the 10 day 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.



- ❑ Students and staff who have tested positive for COVID-19 will be required to submit a letter of good health from a physician's office prior to returning to school.
- ❑ Students or staff who come into **close contact** (as defined by [TEA guidelines](#)) with a COVID-19 positive individual will be asked to self-quarantine for 14 days and may not return to campus during that time.

Close Contact

- ❑ 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 (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology 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 for 10 days following the confirming lab test.

Protocols for Face Masks per [TEA Guidelines](#):

- ❑ For the purposes of this document, masks include non-medical and medical grade disposable face masks, face shields, and cloth face coverings (over the nose and mouth).
- ❑ Currently under Governor Abbott's Executive Order, [GA-29](#), as well as [TEA Guidance](#) face masks are required for all individuals ages 10 and up.
- ❑ PISD Elementary and Secondary face mask guidance can be found [here](#).
- ❑ Students will be allowed to bring their own mask if they desire.
- ❑ Teachers will facilitate short mask breaks as needed and when appropriate.
- ❑ Students' individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.

Protocols for Campus Visitors

- ❑ Campuses will utilize virtual meeting options to limit campus visitors when possible.
- ❑ Visitors will not be allowed to eat lunch with their student.
- ❑ Outside persons who must access the building will be required to wear a face covering, as well as answer a symptom [screener](#) prior to entry.



Protocols for Campus Cleaning and Disinfecting:

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at front door entrances at each campus, entrances to classrooms, in the cafeteria, and in common areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Hand sanitizer upon entry and exiting of classrooms and periodic teacher reminders during instructional day will be conducted.
- Thorough hand washing upon returning from outdoors, before eating, following restroom breaks / specials will take place.

Disinfecting Expectations

- Staff will have access to disinfectant products to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies when possible.

Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected throughout the day.
- Custodians will wear masks and appropriate cleaning attire during work hours.
- The cafeteria will be cleaned regularly throughout lunch periods.
- Staff will have access to disinfectant products to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Additional Cleaning Measure for Covid-19 Positive Cases on Campus

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
- Custodial staff will defog and disinfect classrooms, restrooms, the athletic fields, weight rooms and all additional areas in the entire building.

Classroom Configurations and Procedures

- Desks or tables will be socially distanced as much as instructionally possible.
- When possible, technology can be utilized when the use of manipulatives is needed.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus. Additionally, supplemental services will be grouped by grade level when possible.
- The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate.
- Students' individual needs will be addressed on a case-by-case basis.



Each classroom will be outfitted with the following:

- Visual reminders of distancing requirements will be in all classrooms, marking off areas for common spaces and distancing best practices.
- Access to hand sanitizer
- Access to disinfectant products to sanitize working surfaces
- Desks or tables will be socially distanced as much as instructionally possible.
- Students will use hand sanitizer upon entering and exiting the classroom.
- Student materials and supplies will be placed in close proximity to students to reduce movement in the classroom.
- When possible, eliminate communal supplies. Shared supplies will be sanitized between use.

Teachers will develop, teach and implement procedures that:

- Limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
- Establish student responsibilities to clean personal areas and materials/supplies with hand sanitizer and disinfectant products.
- Relate to entering and exiting the classroom. "Clean when you enter, clean before you leave."
- Outline hand washing protocols and the use of hand sanitizer.
- When tables are used, limit the number of students per table and identify which seats are to be used to provide as much social distancing as possible.
- To the extent possible, keep doors open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms.
- Recommended procedures will be applied to all classroom settings, including special education programs when possible and appropriate.
- Students' individual needs will be addressed on a case-by-case basis.

Physical Education Classroom Protocols

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- At the elementary level, if going outside is not an option, PE will be conducted in the student's classroom.
- At the secondary level PE will follow [UIL Guidelines](#) during the PE period.
- Activities bringing students into close physical contact will be avoided.

- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Equipment will be disinfected after each use.
- Sanitizing areas and access to handwashing/hand sanitizer will be provided.



Common Areas

- Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, campus libraries, conference rooms and other meeting rooms.
- All students and staff will be required to wear a [mask](#) in common areas.
- Campuses will develop schedules and protocols for the use of common areas, including how to sanitize space between use. When needed, students will bring personal supplies from the classroom. All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Water fountains will not be accessible to students; however, water bottles will be made available to students.

Restrooms

- Proper handwashing [technique](#) will be taught to all students and consistently reinforced.
- Efforts will be made to limit the availability of toilets, urinals and sinks to certain times to comply with health agency recommendations and social distancing.
- At the elementary level the scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- After a restroom break, students will be required to wash hands as well as encouraged to use hand sanitizer before reentering the classroom.
- Each campus will comply with health agency recommendations and social distancing.

Cafeteria/Breakfast/Lunch

- PES - Meals will be packaged as “grab and go” for breakfast. Lunches will be served as normal utilizing additional spaces to provide social distancing.
- PJH & PHS - Lunches and breakfast will be served as normal utilizing additional spaces to provide social distancing.
- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
- Students are encouraged to bring their lunch. Please see the [attached image](#) when preparing lunches for younger students.
- Visitors will not be allowed on campus; however, a food drop off location will be designated at each campus.

Library

- Book circulation will take place through the online catalog/online check-out process.
- Occupancy in libraries will be very limited.

Recess

- PES will conduct recess with their classroom family units to decrease co-mingling with other students.
- Multiple areas around the campus will be utilized for recess.



- All students and staff will be required to use hand sanitizer before entering the playground and upon exiting the playground.

Transitions

- Students and staff are encouraged to practice social distancing during transitions.
- When transitioning between classes, one-way traffic will be conducted in the hallways.
- Visual markers will be on the floors as reminders of social distancing rules.
- Classroom doors will be propped open to reduce high touch areas.
- Access to hand sanitizer will be provided throughout the campus.

Arrival

- All campuses will be open for students beginning at 7:30 am.
- Parents will not be permitted to walk students inside the school building.
- Designated entry doors will be propped open for no-touch entry. Any open doors will be continuously monitored by staff to stop unauthorized access and to monitor for threats.
- Entry protocols will be established to maintain physical distance as appropriate for each campus.
- Hand sanitizer stations will be placed at all entrances and exits.
- Students will go directly to their first period class or designated location upon arrival.
- Student temperature checks will be conducted each morning, on each campus.
- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.

Dismissal

- Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.
- Parents/Guardians who walk up to pick up students must wear masks and socially distance.
- PES grade levels will be separated into different areas for dismissal.
- PJH students will be dismissed from the classroom by specific bus or to the front porch for pick-up.
- PHS students will be dismissed from the classroom via specific bus, the student parking lot, or the student pick-up locations. Social distancing will be encouraged and monitored.
- Students and teachers will wear face coverings during dismissal.

Buses

- Buses will be disinfected after each trip, with increased focus on high-touch surfaces such as bus seats, steering wheels, knobs, and railing.
- Windows will be open during the transport of students.
- Bus drivers will allow for as much social distancing as possible.

**Campus Events**

- At this time no assemblies, parties, or field trips will be scheduled.

Extra-Curricular Programming

- Ponder ISD will follow [UIL Guidelines](#) for all extracurricular activities.

For more information regarding PISD's Virtual Learning Academy, please visit:

<https://www.ponderisd.net/Page/8551>

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