KISD PUBLIC HEALTH GUIDE

2020-2021

August 24, 2020

(Last updated: 01/05/2021)
This plan has been created to aid in navigating the reestablishment of KISD schools where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our facilities and campuses. The guidelines referenced in this plan take into consideration guidance from the Texas Education Agency (TEA), University Interscholastic League (UIL), Centers for Disease Control and Prevention (CDC), and local and state officials.

Regular updates will be made to this plan based on guidance from these authoritative sources. For the most accurate information, be sure to follow and monitor our authorized communications platforms listed below.

**COMMUNICATION METHODS**

For current information regarding the District's COVID-19 Response plan:

- Visit our district website: [www.killeenisd.org](https://www.killeenisd.org)
- Check your email often
- Follow our District social media platforms
- Check Seesaw (Prek-2) & Schoology (3-12) Platforms

All employees are required to monitor their KISD email account frequently and ensure that the Human Resources Department has a current/accurate personal phone number on file in case immediate contact is needed.

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1 [https://www.killeenisd.org](https://www.killeenisd.org)
All employees must understand the safety requirements, protocols, and expectations that have been implemented to ensure that all students and staff stay safe and healthy to mitigate the spread of COVID-19. Updates pertinent to the evolving pandemic and situation will be provided throughout the year.
The District continues to develop protocols for virtual school counseling. Parents can find a virtual counseling request form for student support on the District's website. Parents wishing to speak directly with a School Counselor may contact their child's campus. Employees have access to mental health support services through our Employee Relations department.
SAFETY OF STUDENTS, STAFF, AND VISITORS

VISITOR RESTRICTIONS

Killeen ISD campuses reopened for traditional in-person instruction on August 31, 2020. Front office areas are open and available for drop-offs. We encourage parents to make an appointment to speak with campus staff regarding formal meetings, parent conferences, 504 and Admission, Review, and Dismissal (ARD) meetings.

Visitors must adhere to all KISD COVID-19 mitigation protocols, including self-screening for new COVID-19 symptoms, wearing a facial covering, and reporting to the campus if they receive a positive COVID-19 lab-confirmed test within 48 hours of their visit. Virtual volunteer options continue to be offered and all visitors must submit a volunteer application.

We understand our COVID-19 mitigation efforts will change the traditional school landscape; however, all decisions have been made with the health and safety of our students, staff, and KISD community at the forefront.

Killeen ISD reserves the right to update the Public Health Guide throughout the school year.
**TRAVEL RESTRICTIONS**
KISD staff traveling to conferences and workshops will be kept to a minimum and will require pre-approval from District Executive Leadership.

**SCREENING - STUDENTS AND STAFF**

Before entering any KISD facility, all KISD staff are required to self-screen daily for COVID-19 symptoms.

Before entering any KISD facility (campus), all students/children will be required to self-screen daily for COVID-19 symptoms. If the child/student is not old enough to do it daily themselves, an adult guardian is required to perform the daily screening for them.

If a student, staff member, or parent recognizes COVID-19 symptoms are present, they should consult their health professional before returning to school/work. As soon as practical, the individual(s) will report their status/reason for absence to:

- For employees/staff – their immediate supervisor
- For students/guardians – the relevant campus attendance officer and/or school nurse

After reporting their absence, the individual(s) will follow the Return to Work/Campus section of this plan.

If on-campus, a staff member or student develops symptoms consistent with COVID-19 or has a temperature equal to or higher than 100.0 degrees the following will occur:

- If not already wearing one, even if other non-medical exceptions apply, the individual will be required to wear a face covering.
- The individual will be escorted or report to the clinic (as age, ability, and situation deems appropriate) for isolation and further assessment.
- When possible, the clinic staff will be called while the individual is on their way.
- If applicable, and allowable, the clinic staff will contact parents with assessment findings.
- For students, if the clinic assessment indicates potential symptoms are present, an eligible guardian will be required to pick up the student immediately, as described under Health Protocols.
- For staff, if the clinic assessment indicates potential symptoms are present, the employee will be sent home as described under Health Protocols. The Human Resources reporting requirements which exist at the time of the event will be followed.
– Staff and students will only be allowed to return to KISD property after the requirements detailed in the Return to Work/Campus have been satisfied.

HEALTH PROTOCOLS - STUDENTS AND STAFF

COVID-19 SELF-SCREEN SYMPTOMS LIST (last updated August 4, 2020)

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- 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

ISOLATION ON CAMPUS

Those who are observed or report to have possible COVID-19 symptoms will be directed to the clinic. Clinic staff will assess the individual and determine if the symptoms warrant quarantine and removal from the campus.

If the clinic determines the symptoms do warrant removal from campus, the "Removal from Campus" guidelines will be followed.
The clinic staff who conducts the assessment will follow all relevant guidelines as they exist at the time of the evaluation. The clinic staff's decision is final and will be adhered to.

REMOVAL FROM CAMPUS

If the individual needs to wait for transportation before they can depart campus, the individual will be isolated on campus. The isolation will occur in a dedicated location on the campus where the staff/student must remain until they can be transported home or to a healthcare provider.

Immediate pick-up constitutes within a reasonable amount of time from the location. If there is a delay, the goal will be to remove the symptomatic person from the campus as soon as possible to seek treatment and limit further exposure. During this time, the individual must be isolated and kept in a specific area and must not leave that area while waiting for transportation.

The clinic staff, in consultation with campus leadership, will decide on a case-by-case basis what constitutes a "reasonable" amount of time.

**Academic School Support Regarding Illness** - KISD will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis with the student staying in touch with their corresponding Health Care Provider and campus staff. Long-term absences will be evaluated if criteria are appropriate for medical leave or other potential medical accommodations.

RETURN TO WORK / CAMPUS

KISD intends to comply with and implement the current guidance as provided by the Bell County Health District, Texas Education Agency, Texas Health and Human Services, and the Center for Disease Control. In the event, a conflict develops between this plan and current guidance provided by the organizations above, the Superintendent (or designee) will consult with these sources and make the final determination.

For employees, the KISD Human Resources Department will be the source of current return to work requirements. For students, their campus office will be the source of return to class requirements.

Currently (1/5/2021), for both staff and students, the following conditions apply: Once an individual has been removed from campus, and before the individual is allowed back on campus, one of the following criteria must be satisfied.
• If the individual is diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  – At least 24 hours has passed since recovery (i.e., resolution of fever without the use of fever-reducing medications).
  – The individual has improvement in symptoms (e.g., no cough, no fever)
  – and at least 10 calendar days have passed since symptoms first appeared,
  OR
  – Obtain an acute infection test that comes back negative for COVID-19
  OR
  – A doctor's note indicating an alternate diagnosis

• If the individual has symptoms that could be COVID-19 and is not evaluated by a medical professional or tested for COVID-19, such individuals are assumed to have COVID-19. Individuals may not return to the campus until they have completed the same three-steps above.

CLOSE CONTACT RETURN

• If an individual has been deemed as having Close Contact with a COVID-19 individual they must isolate for 10 calendar days.

• If the individual wants to return to school/work before completing the above stay at home period, the individual may:
  – come back as early as 7 calendar days after a confirmed positive with a negative *PCR test result performed on Day 5 or 48 hours before returning to campus and pass the daily self-screener. (*must be a polymerase chain reaction (PCR) test; i.e. may NOT be the KISD screener and NOT a rapid test)

• TEA defines Close Contact as: (12/10/2020)
  – 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 symptomology may affect this determination.

• Bell County Health Department defines close contact as:
  – Individuals are masked or separated by a barrier (Plexiglass or some other barrier) and the COVID-19 infected individual has no symptoms, there was no physical contact and the time period within 6 ft was 30 consecutive minutes or less then this may not be considered an exposure.
GENERAL PREVENTION ADVICE FOR PARENTS, STUDENTS, AND STAFF

• Avoid close contact with people who are sick.
• Avoid close contact with people who are sick.
• Stay home when you are sick.
• Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash. Follow with hand hygiene.
• Avoid touching your eyes, nose, and mouth. If you do, wash your hands afterward.
• Wash hands with soap and water (20 seconds) FREQUENTLY.
• If you do not have soap, use hand sanitizer (60-95% alcohol-based).
• Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe daily.
• Ensure all vaccines are up to date for oneself and other household members.
• Promote non-contact methods of greetings.
• Wear face coverings as appropriate - students may utilize personal face masks at school.
• 'Self-Screen' for the symptoms mentioned above before arrival to school, to include temperature checks.
• Proceed to the Clinic for any new signs or symptoms of possible COVID-19 that develop during the school day.

Please Note: KISD Health Services staff do not test students or staff to identify cases of COVID-19; individuals will be referred to their primary care physicians for testing.
HEALTH SERVICES DEPARTMENT STANDARDS

These recommendations are subject to change based on national supply and infectious disease outbreak, as well as clinical judgment and assessment for appropriate protection.

- It is recommended that a spare change of clothes/scrubs should be kept in the office in case of exposure to body fluids or other circumstances.

- Perform triage of student/staff needs in the clinic and for those with potential COVID-19 symptoms direct to separate isolation room for evaluation.

- If there is a positive COVID-19 case identified, the Bell County Health Department will be notified.

- Appropriate face coverings, shields, gloves, etc. must be considered and donned for the triage and isolation rooms in the clinic or Health Office.

- Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene.

- Hand hygiene is required before and after each office encounter and after each intervention. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable.

- When a student or staff member arrives to the clinic with the aforementioned "High-Risk Symptoms" or infectious disease symptoms, ALWAYS:
  - Apply a mask to students/staff.
  - Isolate student/staff in a separate area to assess.
- Ask about potential exposure to COVID-19 or other infectious diseases.

  • Parents/emergency contacts will be notified for Immediate Pick-up as referenced above.
  
  • If it is an emergency, 9-1-1 should be immediately notified. Contact EMS and delegate as appropriate.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

To minimize exposure to COVID-19, PPE may be used to help mitigate risks. Face coverings and gloves are two standard pieces of PPE that KISD will be utilizing. Below are some guidelines to help explain how this equipment will be used.

**FACE COVERINGS GENERAL**

Face coverings are an essential part of employee protection, as well as personal hygiene, social distancing, and constant cleaning efforts. Face shields are an approved face covering and can be worn by staff and students. As it relates to face coverings, Administrative Procedure VIII-J applies and will be the authoritative source for guidance, in the event of a conflict with this guide.

If a student does not have a face cover, and on a limited basis subject to change, one will be provided.

For this plan, both masks and face shields are considered face coverings. Regarding "face shields," and according to the CDC[1]:

- It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend the use of face shields for everyday activities or as a substitute for masks. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a face cover (mask), they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single-use. Reusable face shields should be cleaned and disinfected after each use.

**FACE COVERING REQUIREMENTS**

Students and staff will be required to wear face coverings, outside of any Executive Order mandate when social distancing cannot be maintained. The District's face covering requirement will have some exclusions/exceptions, as some may need accommodation. However, the District's face covering requirement will stay in place until The State of Texas Governor's order is lifted or until otherwise announced.

In addition, unless an exception applies,
• All adults, staff, and students in the building will wear face coverings, especially when individuals are within six feet of one another.

• All face coverings must fully cover the nose and mouth, and unless an exception applies, be worn in a manner to cover the nose and mouth.

• Students and staff will wear face coverings while riding or operating a KISD vehicle (including buses).

• Any artistic elements, words, logos, symbols, pictures, or other features that are not necessary for the function of the face-covering must conform and comply, as relevant, with the dress code requirements found in either the Student Code of Conduct or the Employee Handbook.

  – Campus leadership is permitted to apply the dress code standard to face coverings and retain all the options relating to enforcing the dress code to include the application of the rules, response to violations, mitigating violations, consequences/discipline.

• Students who refuse to comply with the face cover requirement (to include KISD buses), and after being asked to comply, will be subject to a disciplinary referral. The referral will be made, processed, and decided upon using the same process used for any other student conduct violation.

  – In addition to any other disciplinary measures which may be imposed, any student found to have violated the face-covering requirement while on a KISD bus may have their bus riding privileges suspended or revoked.

• In the event of an emergency, KISD may require a student or staff member to wear a face covering.

• In the event a student forgets, loses, or otherwise finds themselves on KISD property without a face cover the following procedures will apply:

  – Campus administration may supply the student, on a case-by-case basis, and as supplies allow, with a face cover.

  – Students will be allowed to call a guardian to have a face cover delivered. While waiting for the face cover’s arrival, the student will:

    ◦ Wait in the office if social distancing cannot be maintained.

    ◦ Assigned In School Suspension (ISS), while waiting if social distancing can be maintained.

    ◦ Wait in any area that allows for social distancing deemed appropriate by campus leadership.

    ◦ On a case by case basis, and as relevant to the situation, other appropriate options deemed necessary by campus leadership may also be enacted.

FACE COVERING EXCEPTIONS
The following are exceptions to the general requirement that all students and staff on KISD property wear face coverings.

- When participating in activities that cannot be conducted with a face covering (i.e., such as eating).
- When developmentally inappropriate or unreasonable for the student to wear a face covering.
- Teachers who have established a "teacher zone" are not required to wear a face cover while alone in their zone.
- Students and staff may be exempt from wearing a face cover by the school principal due to a documented medical condition or disability of the student/staff.
- Students and staff may remove face coverings on a case-by-case basis for specific instructional needs, including physical education activities, as determined by a teacher, in which case the teacher will require appropriate social distancing measures to the extent possible.
- Students and staff may remove face coverings while participating in athletic activities where a six feet distance is not achievable, and a face covering is inhibitory to the event or active exercise.
- Students may be exempt from wearing a face covering if outlined in their IEP or 504 Plan.

Some examples of when it is not necessary to wear a face covering include:

- standing alone inside the teacher zone of the classroom while providing instruction,
- alone in the classroom during the conference period,
- walking in empty hallways, or
- individual or small group meetings where social distancing is possible.

GLOVES

Touching your face with contaminated hands, whether gloved or not, poses a significant risk to infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it remains the best defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the bend inside of your elbow.

**CLEANING**

The Killeen ISD has a regular cleaning schedule for all workspaces at designated cleaning times. *Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.* KISD will provide cleaning services that will include frequent cleaning of high touch surfaces.

**TRANSPORTATION**

Students and staff will be encouraged to use hand sanitizer upon boarding and exiting the bus. When possible, the windows should be open to allow outside air to circulate in the bus. Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.

While in operation (i.e., transporting students), employees and students are required to wear a face covering. See *Face Coverings Requirements*, on page 9, for more detail.

**CAFETERIA**

Cafeteria staff and food handlers shall follow all established protocols related to food safety. This includes, but not limited to, wearing gloves, hairnets, and regularly cleaning food preparation surfaces. Also, and regardless if typical food safety regulations demand it, face coverings or shields will be required during any preparation or serving of food/drink, and common areas will be cleaned and disinfected after each use.

**STUDENT PROTOCOLS – SOCIAL DISTANCING**

To the extent possible, students and staff will be encouraged to socially distance (6 feet or greater) over the course of daily activities.

**SIGNAGE**

Age-appropriate signage will be placed throughout the offices and campuses to both remind and inform employees and students as to best practices and current rules. The Communications & Marketing Department will supply campuses with signage templates if they would like to print additional signage. The Facilities Services Department or campus administration will be responsible for the placement of fixed (i.e., permanent/semi-permanent) signage.

**FACILITIES SERVICES**

The health and safety of our employees and students is a priority. Upon reopening, please know that our schools have been **thoroughly** cleaned and disinfected. We will continue to adhere to all necessary safety precautions, in addition to the deep cleaning of all campuses before employees and students return. The Facilities Services Department will conform to the current health department, CDC, and other authoritative information regarding best practices and will implement them as is relevant to specific situations.
The district will establish a clean baseline before the campuses open.

**GENERAL DISINFECTION MEASURES**

We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency outlined below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Area / Example</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workspaces</td>
<td>Classrooms, Offices</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td>Appliances</td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>Daily</td>
</tr>
<tr>
<td>Electronic Equipment</td>
<td>Copier machines, Shared computer monitors, TV's, Telephones, keyboards</td>
<td>At the end of each use/day and/or between use</td>
</tr>
<tr>
<td>General Use Objects</td>
<td>Handles, light switches, sinks, restrooms</td>
<td>Multiple times each day</td>
</tr>
<tr>
<td>Buses</td>
<td>Bus seats, handles/railing, belts, window controls</td>
<td>At the end of each tier and at the end of the am/pm routes</td>
</tr>
<tr>
<td>Common Areas</td>
<td>Cafeteria, Library, Conference rooms, Gyms, Common Areas</td>
<td>At the end of each use/day; between groups</td>
</tr>
<tr>
<td>Clinic</td>
<td>Nurse’s Office treatment areas</td>
<td>After each use, and as relevant guidelines regarding medical care areas dictate</td>
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</tbody>
</table>

**DEEP CLEANING AND DISINFECTION PROTOCOL**

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. This is a separate and localized treatment with particular protocols and measures and does not impact the general disinfection measures, which will continue as indicated above.

**PERSONAL WORKSPACE/CLASSROOM**

Employees are encouraged to disinfect their workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

**SHARED WORKSPACE**

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces.

KISD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays or wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

**RESTROOM USAGE DURING THE WORK-DAY**
Both staff and non-staff restrooms will be overseen by the custodial staff and regularly cleaned. The frequency of cleaning will be on a room per room basis and determined by the custodial and leadership team, which oversees the specific restroom facilities. Criteria to be considered when determining the frequency of cleaning shall include (but not be limited to) the rate of use and population served.

LOCKER ROOMS

While in locker rooms, students are to remain six feet from others to the greatest extent possible. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing, or appears to be sick.

COVID-19 CASE REPORTS

If an employee or student becomes ill on-campus/District, he/she will immediately report to the Nurse’s isolation room, and the report form will be completed. Once the employee or student arrives at the isolation room, they will immediately be provided with a mask and gloves.

- The Nurse must complete the Suspected COVID-19 Report Form and share with the COVID-19 positive Point of Contact (CVP POC) on their campus.
- The Nurse and others tending to the potentially infected person should also wear a protective mask and gloves while working with the suspected infected person.
• The Nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.

• The Nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person in the event they test COVID-19 positive.

• The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected in addition to all other common surfaces recently touched by the employee or student.

COVID-19 RESPONSE

In the event of a COVID-positive case on campus, the campus will adhere to the District’s COVID-19 student flow chart and take the following steps:

• All areas that are heavily used by the individual with the lab-confirmed case will be closed off until disinfected.

• All teachers, staff, and families of all students in that school will be notified.

• The local health department will be notified.

ACADEMICS AND REMOTE LEARNING
Please refer to the “Connected Classroom” handbook for more information pertaining to Remote Learning Protocols.

**GRADING POLICY & ATTENDANCE**

To receive credit and attendance for the course for this school year, students are expected to complete all assignments. The grading policy is located on our district website and in our Connected Classrooms handbook.

**EXTENDED DISTRICT OR CAMPUS CLOSURES**

In the event the District does not reopen or is ordered to close during the 2020-2021 school year, KISD will publish through its communication channels more information regarding specific updates pertinent to the closure period.