

TCAA's Safe Return-To-School Health Plan

August 5, 2020

The conditions surrounding the COVID-19 pandemic are continually evolving, and TCAA's Safe Return-to-School plans will be constantly evaluated to adapt to the continuing trends of the COVID-19 virus, especially in Fort Worth, Edgecliff Village, and Tarrant County.

Please know that TCAA will follow recommendations for school opening and operation from the Centers for Disease Control (CDC), as well as state and local health officials. Circumstances related to COVID-19 may change throughout the coming school year, and this document will be updated as conditions change.

Health and Safety Measures

Schools will abide by any Governor Order regarding face coverings (i.e., if school had been in session on July 9th, everyone age 10 or older would have been required to wear a face covering for much of the school day).

If the Governor's Order ceases, students and staff will be highly encouraged to wear face coverings when they cannot maintain social distance as well as in hallways and common areas and during arrival and dismissal. Face coverings include cloth masks, gaiters, face shields or anything else that provides covering over the nose and mouth.

Please note that if the number of cases in Fort Worth, Edgecliff Village, and other data points increases past a certain threshold, regardless of a Governor's Order, face coverings may be required in the future.

It is important to note that if students or staff come into "close contact" with someone who tests positive for COVID-19, they will be required to self-isolate for 14 days if they were not wearing a face covering.

Social distancing of at least 6 feet will be encouraged at all times, including 12 feet between cohort groups (classes) where possible (K-6th).

It is important to note that, under any scenario where all students are allowed to attend every day, social distancing will not be possible, as there is not enough square footage in our classrooms or campuses when most students attend daily.

Water fountains will be available for filling of water containers only.

Staff will work to maintain social distancing at restrooms where possible.

Students and staff are encouraged to provide their own personal protective equipment (PPE). PPE will be provided as needed to staff and students.

Hand sanitizer will be available in each classroom, at all entrances, and throughout common spaces.

Staff will be expected to wash and/or sanitize hands regularly.

Students will have instruction on effective hand-washing. Elementary students will wash hands or use hand sanitizer before eating, following restroom breaks, and after recess. All secondary students will be encouraged to wash their hands or use hand sanitizer regularly.

Students, staff, and visitors will be encouraged to cover coughs and sneezes with a tissue or in their elbows, if tissues are not available. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Please see Multi-Stage Approach for Managing COVID-19 chart which outlines further infection control measures that may be taken in the event of the spread of COVID in TCAA.

Health Screenings

Staff will self-screen for COVID-19 symptoms before coming onto campus each day.

Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school.

Teachers will monitor students and refer to the nurse if symptoms are present.

Visitors are required to complete health screening to determine if they have any COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 upon entry into the building. *See Visitor section for more information.

Please see Multi-Stage Approach for Managing COVID-19 chart which outlines further health screening measures that may be taken in the event of the spread of COVID in TCAA.

Campus Operations

Hand sanitizer will be available in each classroom, at all entrances, and throughout common spaces.

Campuses will open multiple entrance/exit points during arrival/dismissal to promote social distancing.

Campuses will review options to reduce large group gatherings at the start and end of the day, as well as at other events.

Visual aids will be used to illustrate appropriate spacing and traffic flow throughout the building.

Mixing between cohort groups (classes) will be limited as much as possible (K-6th). *This may not be possible for the entire day, as multiple groups join together for classes such as choir and PE.

Restrooms will continue to be disinfected daily, and classrooms will have surfaces disinfected daily.

Plexiglass will be installed in high-traffic public areas (reception desks, cafeteria cashiers, etc.).

Classroom doors will be propped open during transitions to reduce high-touch areas.

Where possible, one-way traffic throughout campus corridors will be established.

Staff will work to minimize group traffic at lockers where possible.

Custodians will wear face coverings and gloves during work hours.

Campuses will develop schedules and protocols for the use of common areas (labs, flexible spaces, libraries, conference rooms, etc.), including how to sanitize between use. Hand sanitizer will be available in all common areas.

Procedures and protocols will be put into place to address changing rooms. Protocols will be in place for disinfecting equipment, students changing clothes, distancing of students, etc.

Please see Multi-Stage Approach for Managing COVID-19 chart which outlines further health & safety measures in campus operations that may be taken in the event of the spread of COVID in TCAA.

Learning Environments

Desks and tables will be arranged to maximize space between students.

It is important to note that classrooms are approximately 800 square feet. We will not be able to place students 6 feet apart.

The number of students participating in small group instruction at one time will be limited.

Staff will have access to disinfectant wipes to sanitize high-touch and working surfaces and shared objects regularly.

To support contact tracing, students will have assigned seats, and a seating chart will be maintained by the classroom teacher.

Staff will limit the use of shared supplies where possible.

Students will use their own art supplies when possible.

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 between other classroom/cohort groups.

Please see Multi-Stage Approach for Managing COVID-19 chart which outlines further health & safety measures in the learning environment that may be taken in the event of the spread of COVID in TCAA.

Breakfast / Lunch

Cafeteria staff will wear face coverings and gloves and will follow all health & safety protocols.

Self-serve counters will be eliminated.

Students will be encouraged not to share food or drink.

Meals will be in disposable packaging. Condiments and pre-wrapped silverware will be included with all meals.

“Grab and Go” meals for breakfast may be utilized to lower numbers of students in the cafeteria.

Where possible, cohorts/classes will be grouped together to eat lunch with 12 feet of space in between cohorts.

Plexiglass shields will be used at cashier counters and serving counters.

Cashiers will type in ID's on keypad daily.

All tables will be sanitized between lunches.

Please see Multi-Stage Approach for Managing COVID-19 chart which outlines further health & safety measures for lunch that may be taken in the event of the spread of COVID in TCAA.

Transportation

Under the Governor's Order, face coverings are required of all bus riders. Once the Governor's Orders cease, face coverings are highly encouraged. Please note that if your child does not wear a face covering and there is a positive case, they may be asked to self-isolate for 14 days.

To support contact tracing, students will be assigned seats, and a seating chart will be maintained by the teacher or trip sponsor.

All buses will have hand sanitizer dispensers placed in the stairwells for use when loading/unloading.

All buses will be sanitized and wiped down after each use.

Bus windows will be partially open (at minimum) to provide for additional ventilation where appropriate.

Please see Multi-Stage Approach for Managing COVID-19 which outlines further health & safety measures on buses that may be taken in the event of the spread of COVID in TCAA.

Visitors

Visitors will be restricted to those essential for school operations. We highly discourage non-emergency drop-offs...i.e. snacks, lunch, instruments, Sonic, etc. Parents will not be allowed to eat lunch at the school until further notice.

All visitors who enter the building are required to wear a face covering.

Campuses will utilize virtual meeting options to limit campus visitors when possible.

Social distancing is encouraged for all meetings that cannot be conducted virtually.

All visitors are required to complete a health screening to determine if they have any COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 upon entry into the building.

Any visitor who has COVID-19 or COVID-19 symptoms, or who has come into close contact with an individual who is lab-confirmed with COVID-19 must remain off campus until the 14-day incubation period has passed.

Please see Multi-Stage Approach for Managing COVID-19 which outlines further health & safety measures for visitors that may be taken in the event of the spread of COVID in TCAA.

Isolation Procedures Related to COVID-19

If a student or staff member has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student/staff member needs to be sent home.

If a student or staff member is assessed and exhibits symptoms of COVID-19 during the school day, the cohort will be located in an alternate area while the room is being disinfected.

Any individuals who: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must self-isolate throughout the infection period and cannot return to campus until the school system screens the individual to determine if 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 24 hours with no fever (without the use of fever-reducing medications);
- improvement in symptoms (e.g., cough, shortness of breath); and
- at least 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 until the individual has completed the same set of criteria listed above.

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 (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart 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/>

Students or staff who come into close contact (within 6 feet for 15 or more minutes while not wearing a face covering) with a lab-confirmed case of COVID-19 will be asked to self-quarantine for 14 days and should contact the school when they can meet the Return to School Criteria.

District communication will be provided to the staff and students who came in contact with anyone who tests positive for COVID-19. *See Notification Procedures below

TCAA will immediately sanitize all areas that had exposure from someone who tested positive. In the event that this cannot be done before the start of the next school day, TCAA may need to close for a day to complete this process, if relocating students is not an option.

Any student requiring quarantine will transition to At-Home Learning for the period of self-isolation.

Staff asked to self-isolate due to on-duty exposure (at school or a school-related duty) will be asked to work remotely and leave will not be impacted. Staff needing to self-isolate due to off-duty exposure (home/personal; did not occur at school or school-related duty) will need to access leave during self-isolation. A positive diagnosis of COVID-19 will qualify staff for Emergency Paid Sick Leave (EPSL), available through December, 2020, which gives access to two weeks of additional leave for employees.

Please see Multi-Stage Approach for Managing COVID-19 chart which outlines further isolation procedures that may be taken in the event of the spread of COVID in TCAA

Clinic Procedures Related to COVID-19

Students or staff who present with symptoms will be evaluated and assessed by the school nurse.

If COVID-19 symptoms are present: the staff member will be sent home, and the student will be isolated from other students and asked to put on a face covering until the parent arrives.

The nurse will notify campus administrators to move the student's class so that the space can be disinfected.

The student will be escorted to their vehicle upon parent arrival.

The nurse will provide parents/staff with Return to School Criteria.

Contact tracing for lab-confirmed cases of COVID-19 will be conducted.

Notification Procedures Related to COVID-19

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must 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. If you were determined to have had close contact, you will be individually contacted.

Contact tracing for lab-confirmed cases of COVID-19 will be conducted to determine who came into close contact.

Close contact will be determined by TCAA, working in conjunction with our local health authority.

Close contact is defined as:

- being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

Example: A student tests positive in the third grade. All parents are notified that a student has tested positive at the campus. Through contact tracing, TCAA determines who has been in “close contact” and contacts those families to determine next steps (which may or may not include self-isolation, depending on if face coverings were worn, and degree and length of contact).

Definition of COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, individuals will be asked if they have 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
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Definition of “Close Contact”

“Close contact” with an individual who has been diagnosed with COVID-19 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); or
- being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield

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

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed above) must stay at home throughout the infection period and cannot return to campus until the school system screens the individual to determine if 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 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 set of criteria listed above.

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 (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart 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/>.

All employees must complete a COVID-19 Reporting Form.

TCAA Multi-Stage Approach for Managing COVID-19

Instructional Delivery Models

After the initial start to school of all students learning from home, TCAA will provide a high-quality education through two instructional delivery models:

In-Person Learning (Traditional Classroom Experience)

At-Home Learning (Virtual Learning Experience)

Parents will be asked to commit to one of these two learning environments prior to August 20th. Parents may contact the school to change their preference up to August 31st . Once the school year begins, parents will need to wait until the end of each 6 weeks to transition to a different learning environment.

In-Person Learning

Available for students Kindergarten through Grade 12

Students will attend school on a regular instructional schedule and will engage in face-to face learning on campus all day, every day.

Students in grades 3-12 will follow their class schedules by transitioning to different classrooms for course instruction

Expectations for coursework and guidelines for grading for In-Person Learning and At-Home Learning will be the same

Implementation of Preventive Safety Measures

School Day & School Calendar: TEA has given schools flexibility the first four weeks of school for schools to slowly transition back to face-to-face learning. TCAA will use this flexibility by bringing back only ½ of the students on September 9th, the other ½ of students on September 10th, all students on September 11th and then will facilitate two 4-day weeks, utilizing the next two Fridays as Remote Learning for all learners.

- September 9th: All K-12th grade students, A-L
- September 10th: All K-12th grade students, M-Z
- September 11th: All TCAA students attend

Possible Future Change: One of the biggest challenges for small school districts is that there may not be enough remote learners to have a stand-alone teacher to serve those students. Designing and supporting remote learning takes extraordinary time and effort from our teachers. We are exploring all options on how best to do this, but we are also petitioning the state to allow flexibility with in-person instructional minutes to allow dedicated time for designing and supporting remote learning.

What this means: Our in-person learning schedule is subject to change to allocate time for our teachers to support remote learners. For example, we may shorten the school day to allow teachers more time to design remote learning content or we may designate one full day for remote learning only for everyone. *We are not currently allowed to make these changes as it would not meet the state's requirement in instructional minutes or offering on-campus instruction 5 days a week. We will keep you posted if this changes.

Once a student chooses In-Person instruction as their learning environment, they must remain in-person for the 6-weeks grading period before they're able to change their choice.

Please see Multi-Stage Approach for Managing COVID-19 chart which outlines different In-Person models that may be considered in the event of the spread of COVID in TCAA.

At-Home (Online) Learning

Available for students in Kindergarten through Grade 12.

Students will remain at home and will engage in learning activities on our Remote Learning Platforms.

Daily student participation in the learning activities will be required (each day students will have to show “engagement” in order to be marked present in the form of submitting work, interacting with teachers on progress of content, or in engagement on our online learning platform).

The schedule will reflect short periods of synchronous learning scheduled throughout the day followed by time for independent, asynchronous learning activities.

Students will have to demonstrate engagement all 5 days each week (via synchronous meetings with the teacher, progress in online activities, or submission of work).

A care-giver will need to be available to support students in navigating the daily schedule and providing assistance with the learning as needed

Expectations for coursework and guidelines for grading for In-Person Learning and At-Home Learning will be the same

Instruction will be provided by TCAA teachers.

At-Home Learners will be able to participate in extracurricular activities, both during the school day and before/after school. Transportation will not be provided.

Once a student chooses At-Home (remote) learning, they must remain online for the 6-weeks grading period before they’re able to make a change in their learning environment.

Accommodations and support services will be provided to all remote learners.

Sufficient internet connection is required.

Upon request and availability, technology will be provided - one device per household.

Online Learning Management System

K-8: TCAA will continue to use the Remote Learning Platform on Google Sites to house its learning activities. Students will submit work primarily through SeeSaw at K-2 and Google Classroom in 3-8.

9-12: TCAA will continue to use Google Classroom to house its learning content and activities.

All At-Home learners will use Zoom to connect with their teacher and other students.

Teachers will provide training to students on how to use these digital tools.

Resources will also be available for parents to learn how to support students in navigating learning through these digital tools.

In the event that students participating in In-Person Learning are required to quarantine, the education of these students will continue through At-Home Learning for the duration of the quarantine period.

Social Emotional and Mental Health Support Systems

TCAA will address the mental health and social-emotional development of all students, staff, and community by following best practices in the areas of:

- School-based mental health services
- Behavioral support systems
- Family engagement and support practices
- Staff supports
- Other key systems and supports

Social Emotional Learning

Social Emotional Learning lessons and activities to support students related to COVID-19 experiences, trauma, and school closure will be developed for all campuses.

Counseling support will be accessible to both In-Person and At-Home learners.

Family Support

Families will be provided information on how to access resources for mental health and wellness.

Parent Communication

Providing families with clear and concise communication through the following outbound channels:

- Jupiter Ed (FWAFA)
- Email (TeSA)
- Email through Google Classroom
- Social Media
- Website
- District Newsletters

Communication Tools and Channels

Parents will receive emails from TCAA either through Jupiter Ed (FWAFA) or parent email contact (TeSA). Email addresses will be collected from Ascender Student Information System.

Information about Back to School 2020 will be posted on the TCAA website. The website will include:

- Health and Safety Protocols
- Information on Both In-Person and At-Home Learning
- A List of Frequently Asked Questions

Campuses will share campus-specific information with parents via email, newsletters, and other campus communication tools.

Regular updates will be posted on TCAA's social media channels (Facebook and Twitter).

At-Home Learning support will be offered to parents through consistent communication.

Circumstances related to COVID-19 may change throughout the coming school year, and we will keep all parents informed if conditions change.