



## **Safe Return-To-School Health Plan**

updated September 14, 2020

The conditions surrounding the COVID-19 pandemic are continually evolving, and TCAA's SafeReturn-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.

### **Guiding Principles to Keep In Mind**

TCAA's goal is to prioritize the reopening of school as safely and as quickly as possible given the many known and established benefits of In-School learning. In order to enable this and assist our schools with their day-to-day operations, it is important to adopt and diligently implement actions to slow the spread of COVID-19 inside the school and out in the community. Re-opening our school will require families to support school actions that will moderate the risk of in-school transmission regardless of the underlying community burden.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own eyes, nose or mouth. Therefore, personal prevention practices such as handwashing and staying home when sick as well as environmental cleaning and disinfection are important actions to mitigate the spread of COVID-19. It is important to note that, under any scenario where all students are allowed to attend everyday, social distancing will not be possible, as there is not enough square footage in our classrooms and common spaces when most students attend daily.

Students and educators should have a safe and secure classroom/teaching environment with adequate safety protocols to support the health and well-being of all participants. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science

suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.

TCAA has compiled suggested guidelines to follow based on the Centers for Disease Control and Prevention (CDC), Texas Education Agency (TEA), and national and state fine arts organizations. This guidance document contains information on practices that minimize the likelihood of viral spread in our school. It is important for families to talk with their child about how school will look different and discuss the procedures and expectations outlined in this document.

## **A Phased Approach to School Operations and Procedures**

At the time of school re-opening, with our policies and procedures untested, we are taking a cautious approach to school operations such as daily COVID-19 symptom screening by students, staff, and visitors, face coverings worn 100% of the time (except when eating), cafeteria closure, vigilant hand washing and sanitizing, and in-class procedures maximizing social distancing as much as possible and the disinfection of high touch areas throughout the day.

TCAA will revise and adapt procedures depending on the level of transmission and test positivity rate at the school.

### **Six Core Practices to Keep Everyone Healthy**

Symptom Screening for Students, Staff, Visitors

100% Compliance of Face Coverings

Vigilant Hand Washing and Sanitizing

In-Class Procedures that Maximize Social Distancing

Limited Use of Shared Objects

Frequent Disinfection of High Touch Areas

## **PREVENT: TCAA Practices to Prevent the Virus from Entering the School**

### **Screening Questions for COVID-19 Before Campus Access**

1. TCAA requires teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. The TCAA COVID-19 symptom screener is monitored by the Superintendent of schools and the campus nurses.
2. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (See Daily Student COVID-19 Symptom Screener at the end of this document) or is test-confirmed with COVID-19, and instead should opt to receive At-Home Learning instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive At-Home Learning instruction if their child has had close contact with an individual who is test-confirmed with COVID-19 until the 14-day incubation period has passed.
3. Before visitors are allowed on campus, TCAA will screen all visitors to determine if the visitors have COVID-19 symptoms or are test-confirmed with COVID-19, and if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, TCAA will screen visitors to determine if they have had close contact with an individual who is test-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed.

### **Individuals Confirmed or Suspected with COVID-19**

1. Any individuals who themselves either: (a) are test-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed at the end of this document) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of 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 have been met:
    - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
    - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
    - iii. 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 three-step 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 alternate diagnosis or (b) obtain an acute infection test (at a physician's office, approved testing location, or other site) that comes back negative for COVID-19.

### **RESPOND: TCAA Practices to Respond to a Test-Confirmed Case in the School**

1. If an individual who has been on campus is test-confirmed to have COVID-19, TCAA will notify the Tarrant County Health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. The school will close any areas that are heavily used by the individual with the test-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, TCAA will notify all teachers, staff, and families of all students in the school if a test-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on campus activities.
4. Upon receipt of information that any teacher, staff member, student, or visitor at the school, including an individual working or learning remotely, is test-confirmed to have COVID-19, the school will submit a report to the Texas Department of State Health Services.

### **MITIGATE: TCAA Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School**

#### **Cloth Face Coverings or Masks**

- Texas School of the Arts will enforce the use of cloth face coverings.
- Cloth face coverings or masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Appropriate and consistent use of cloth face coverings or masks is most important when students, teachers, and staff are indoors and when social distancing is difficult to implement or maintain.
- Cloth face coverings or masks should be at least 2 layers of fabric thick (if you can blow out a candle with the mask on, it's not thick enough).
- Neck gaiters, buffs, bandannas, and masks with exhalation valves or vents are NOT acceptable face coverings or masks.

- Choose face coverings or masks that
  - Fit snugly but comfortably against the side of the face
  - Completely covers the nose, mouth, and chin
  - Are secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for breathing without restriction
  - Can be washed and machine dried without damage or change to shape.
- Disposable masks should be changed out and any form of cloth masks must be washed frequently.
- Students must have multiple face coverings or masks each day. Consider providing your child with a container (labeled resealable bag) to bring to school to store their extra face covering when not wearing it. It is also recommended for students to have a labeled resealable bag for contaminated fabric face coverings.
- Students who come to school without a face covering will be provided with a face covering for the day and parents will be notified by the front office.
- Label your child's face coverings clearly with a permanent marker so that they are not confused with those of other children.
- Explain the importance of wearing a face covering and how it protects other people from getting sick.

### **General Health Measures**

- Students will have instruction on effective hand washing. Students will wash hands or use hand sanitizer throughout the day including before eating and following restroom breaks. Hand washing instructions will be taught during the transition period and reviewed each grading cycle.
- Teachers and staff will be expected to wash and/or sanitize their hands regularly.
- Hand sanitizer will be available in each classroom, at all entrances, and throughout common spaces such as the cafeteria.
- All students need to come to school with a water bottle labeled with his or her name. Water fountains will be available for filling of water containers only. Water fountains that are not bottle fillers will be closed.

- Students, teachers, staff, and visitors will be encouraged to cover coughs and sneezes with a tissue or in their elbows, if tissues are not available. Because face coverings or masks are porous so you can breathe, coughs and sneezes WITH the mask should still include covering your sneeze with tissue or elbow. It is important for students to have more than one mask at school at all times. After a sneeze, the student should discard the mask and replace it with a fresh one.
- 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 cashier area, etc.)
- Classroom doors will be propped open during transitions to reduce high-touch areas and promote air circulation.
- Staff will have access to disinfectant wipes to sanitize high-touch, working surfaces, and shared objects regularly.

## **Campus Operations**

### *Arrival Procedures*

- Texas School of the Arts will allow for staggered arrival times by opening the building for students to enter at 7:30 a.m. each morning. Students will only be allowed to enter into school from the two sets of entrances on the South side of the building. We kindly ask that drivers let their students out on the curbside of the car and remain in their vehicle.
- From 7:30 a.m. to 7:50 a.m., students will wait for classes to begin in either the cafeteria or hallway. Students will be supervised and maintain social distancing during this time. Students will be released from these areas at 7:50 a.m. to go to their designated classroom.

### *Dismissal Procedures*

- K-2nd grade will dismiss classes at 3:30 p.m. and 3rd-6th grades will dismiss at 3:45 p.m.
- All students will be dismissed from the two entrances on the South side of the building.
- Students will be dismissed from their classroom. Students will wait in their designated seat until their name is called.
- Once leaving the classroom, students will not be allowed to congregate inside the building. All students are to exit the building and go straight to their waiting vehicle.
- Students are expected to wear a mask at all times while on school property, even when outdoors at dismissal time.

## *Cafeteria Procedures*

### **September 21 - October 9**

- We recommend that students bring a ready-to-eat lunch, snacks, and a water bottle each day.
- Due to the ½ day schedules, the cafeteria will not be open until Oct. 13th.

### **October 13 and Beyond**

- Students will be given their lunch number by their teachers before coming to lunch.
- Students will enter the Kitchen ONLY through the Entrance Door.
- Students will sanitize their hands before entering the kitchen using the sanitizer bottles by the entrance.
- Students will stand in line against the wall on markers that are 6 feet apart.
- Students will tell kitchen staff what entrée and sides they want. Students will then proceed to the next marker and tell kitchen staff what cold items they would like.
- Students will pick up tray and move to the next marker.
- Students will tell the Cashier their lunch number and she will put it in the computer and charge the student.
- All lunch accounts need to be paid online. Cafeteria will not be handling any money.

### **Kitchen Staff Procedures**

- All cooking and preparing will be done wearing gloves and a mask at all times.
- When possible, all cold items, side salads, fruits, and veggies will be put in individual serving bowls/plates for the kitchen staff to distribute.
- Kitchen Staff will hand out all utensils and food. Students will be able to pick up their tray when it gets to the cashier.
- Food will be covered when possible.

## **Lunch Procedures**

- Students will be eating in their classroom.
- Trash cans will be in the hallways. Students will dispose of their own trash.
- Once students finish eating, they will put back on their mask.

## **In-Class Procedures for Distancing and Cleaning**

- Each classroom will be arranged to maximize distance between students.
- To support contact tracing, students will have assigned seats and a seating chart will be maintained by the classroom teacher.
- As a general rule, students and teachers will minimally share objects. When sharing cannot be avoided, students and teachers will sanitize their hands (either by hand washing or using sanitizer) before and after use of the object.
- Hard, high-touch surfaces (door handles, desks, chairs, pencil sharpener, etc.) touched by students will be disinfected using cleaning wipes or cleaning spray and paper towels between each class period. Teachers, and when developmentally appropriate, students will wipe down surfaces in the classroom.
- If a student must remove his or her face covering or mask for any reason (other than eating/drinking at determined times, he or she must be outside the classroom and observing 6 feet of social distancing.
- Teachers will monitor students and refer to the nurse if COVID-19 symptoms (as defined at the end of this document) are present.

## **Procedures for Changing Clothes for Dance and PE**

- Students are allowed to wear their PE/Dance attire under their uniforms.
- Students should change clothes wearing their mask if possible.
- If the mask must be removed to change clothes, it should be promptly replaced.

## **PE Classes**

- Students will wash their hands or use hand sanitizer before beginning class and when leaving class.

- Students will wear face coverings or masks that cover the nose and mouth at all times while in PE. They will only be removed with permission while outside and practicing social distancing.
- Teachers will limit the implementation of games that require shared equipment. Shared equipment will be disinfected after each use.
- Exercises that require the use of touching other students will be eliminated.
- Exercises that cause heavy exhalations will be outside where masks may be removed afterwards and while practicing social distancing.
- A portion of time will be allotted to let the air circulate out of the room between consecutive periods.

### **Dance Classes**

- Students will wash their hands or use hand sanitizer before beginning class and when leaving class.
- Students will wear face coverings or masks that cover the nose and mouth at all times while in dance classes.
- Shared equipment/surfaces (ballet barre) will be disinfected after each use.
- Movements that require the use of touching other students will be eliminated.
- Floor and barre markings will be used to assist students in maintaining distancing during class.
- Classwork will limit aerobic exercise to reduce heavy exhalations and encourage sustained and proper use of face coverings or masks.
- Extensive floor work (rolling and other forms of full body contact with the floor) will be eliminated from class work.
- If students make hand contact with the floor (such as planks, push-ups, etc.), they will sanitize their hands following the exercise.
- A portion of time will be allotted to let the air circulate out of the room between consecutive periods.

### **Theatre Classes**

- Students will wear face coverings or masks that cover the nose and mouth at all times while in theatre classes.
- Shared items such as props will be disinfected after each use.

- Classwork requiring heavy exhalations such as shouting or speaking loudly will be limited or eliminated.
- A portion of time will be allotted to let the air circulate out of the room between consecutive periods.

### **Art Classes**

- Students will wash their hands or use hand sanitizer before beginning class and when leaving class.
- Students will wear face coverings or masks that cover the nose and mouth at all times while in art classes.
- Teachers will design classwork that limits the use of shared equipment/supplies. Shared supplies will be disinfected after each use.
- It is highly suggested that students bring their own supplies to art class. Families are requested to bring needed items in a large ziplock bag labeled with their child's name.
- A portion of time will be allotted to let the air circulate out of the room between consecutive periods.

### **Music Classes**

- Students will wash their hands or use hand sanitizer before beginning class and when leaving class.
- Students will wear face coverings or masks that cover the nose and mouth at all times while in music classes.
- Singing that requires heavy exhalations will be limited or eliminated. Students will sing at a volume that will produce exhalations comparable to a normal speech level. (See additional section below).
- Pending the size of each class, risers may or may not be used to allow for more spacing between students. The goal will be to keep students at least 6 feet apart. In classes where this is not feasible, they will be kept as far apart as possible and/or class will be conducted outside.
- Chairs and high touch surfaces will be sanitized at the end of each class period.
- A portion of time will be allotted to let the air circulate out of the room between consecutive periods.

## **Singing Activities in ALL Classrooms**

- Indoor - Small space (where 12 feet of distancing is not possible)
  - Individual to small group (no more than five) singing can occur in these spaces.
  - All students must be wearing a mask over their nose and mouths at all times.
  - Students will be spaced at least 6 feet apart
- Indoor - Large spaces (where 12 feet of distancing is possible)
  - Whole group singing can occur for up to 30 minutes.
  - All students must be distanced
  - All students must be wearing a mask over their nose and mouth
  - The remainder of the period will be used to allow the air to clear in the room
- Outdoor
  - Whole group singing for an undefined length of time with these guidelines in place:
    - Students will be distanced
    - Students will wear masks over the nose and mouth

## **Visitors**

- Visitors will be restricted to those essential for school operations. We highly discourage non-emergency drop-offs. 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 will be denied initial access into the building. Instructions on our front lobby door states, "Visitors remain outside until the visitor can be further screened by our school nurse."

## 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 TCAA screens the individual to determine if all three of the the below conditions for campus re-entry have been 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.

### **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.
- The nurse will notify campus administrators to move the student's class so that the space can be disinfected.
- The nurse will provide parents/staff with the 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 100.4 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 of the above 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 all three of the below conditions for campus re-entry have been 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.

## **Resources**

Deciding between In-School Learning and At-Home Learning: A Decision Making Tool for Families

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html>

Daily Student COVID-19 Symptom Screener for In-School Students

<https://docs.google.com/document/d/1VTPm3V01gzQH0vgoloNraPIngWpoCC4VBRPL1-8Mld4/edit?usp=sharing>

Parent and Student Checklist for In-School Learning

<https://docs.google.com/document/d/1VTPm3V01gzQH0vgoloNraPIngWpoCC4VBRPL1-8Mld4/edit?usp=sharing>

# **DAILY HOME SYMPTOM SCREENER FOR IN-SCHOOL STUDENTS**

**Covid or otherwise, illnesses decreases a student's ability to learn AND puts them at risk for spreading illness to others.**

Check in with your child each morning for the following:

Fever (100.4 or greater) or Chills

New loss of taste or smell

New uncontrolled cough that causes difficulty breathing (students with chronic allergic/asthmatic cough - a change in the cough from usual)

Shortness of breath or difficulty breathing

Severe Headache

Unusual Fatigue

Sore throat

Significant muscle pain or body aches

Diarrhea,

Nausea or vomiting

Close contact with someone diagnosed with Covid-19 within the last 2 weeks (longer than 15 minutes without a mask)

**Contact Nurse Edna at 817-732-8372 or [edna.robinson@mytesa.org](mailto:edna.robinson@mytesa.org) if your child is presumed or confirmed with Covid-19.**