

Iola Independent School District Elementary School Guidance





IOLA INDEPENDENT SCHOOL DISTRICT



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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.

Student & Staff Safety Protocols

Protocols for Screening and Isolation

General

All students and staff will engage in screening for COVID-19 symptoms regularly and individuals who present with symptoms will be separated and sent home.

In accordance with the [Centers for Disease Control and Prevention standards](#):

For the purposes of COVID-19 transmission, close contact is defined as:

Being within 6 feet of an infected person for a cumulative duration of 15 minutes without a face covering starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Being directly exposed to infectious secretions (e.g., being coughed on 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.

Screening Protocols

Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.

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

Screening includes consideration about whether the individual has recently begun experiencing any of the following in a way that is not normal for them.



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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 aches

Diarrhea

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

Isolation Protocols

Student or Staff Displaying COVID-19 Symptoms

Individuals displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.

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

Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian.

If a student is isolated based upon the screening, other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected quickly using a fast drying sanitizing spray.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will 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.



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If an individual who has been in a school is lab-confirmed to have COVID-19, the district will notify the local 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).

Individuals who were in close contact with an individual who is lab-confirmed to have COVID-19 will be notified of their requirement to quarantine until the 14-day incubation period has passed.

Individuals who have tested positive for COVID-19 will follow the return to work/school guidelines as specified in the Iola ISD COVID-19 Mitigation and Response Protocol.

Protocols for Face Coverings

Schools must comply with the following TEA requirements:

- Every student, teacher, or staff member shall wear a mask over the nose and mouth when inside a school building, school facility, facility used for school activities, or when in an outdoor space on school property or used for school activities, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household; provided, however, that this mask requirement does not apply to the following:
 - Any person younger than 10 years of age, except where a school system determines it is developmentally appropriate;
 - Any person with a medical condition or disability that prevents wearing a mask;
 - Any person while the person is consuming food or drink, or is seated in a dining area to eat or drink;
 - Any person while the person is: (a) exercising outdoors or engaging in physical activity outdoors; and (b) maintaining a safe distance from other people not in the same household; or
 - Any person while the person is giving a speech for a broadcast or to an audience.

Protocols for Campus Visitors

General

Only visitors who are essential to school operations will be allowed on campus.

Non-essential visitors will not be permitted on campus, until further notice.

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

Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

Visitor Screening/PPE Requirements



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Visitors proceeding beyond the reception area will be subject to the following guidelines:

All visitors will be subject to screening by way of a symptom screening form.

Visitors who demonstrate symptoms or have had close contact with an individual who is lab-confirmed to have COVID-19 must remain off campus until the 14-day incubation period has passed.

Virtual meetings will be available when possible.

Consistent with the Governor's most recent mandate, face covering will be required by those who are 10 years of age or older.

Visitors and staff will maintain physical distancing for ARD and other meetings in smaller conference areas.

Protocols for Disinfecting and Hand Sanitizing

General

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

Hand Washing/Sanitizing Expectations

Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.

Staff will be expected to regularly wash or sanitize their hands.

Students will frequently be encouraged to wash their hands for at least 20 seconds and/or use hand sanitizer.

Disinfecting Expectations

Staff will have access to hospital grade disinfectant spray to sanitize high-touch surfaces and shared objects regularly.

Staff will limit the use of shared supplies when possible.

Protocols for Campus Cleaning and Disinfecting

General

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

Daily Campus Cleaning



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Each classroom, campus offices, and restrooms will be disinfected daily. This process will include the use of hospital grade disinfectant (Phenolcide and Quatra-Cide) and custodial staff will indicate the date/time of last cleaning in each location on a label near the entrance/exit of each room. Inspections will be conducted each morning to ensure thorough disinfection has occurred.

All high touch areas will be disinfected daily.

Custodians will be provided masks and gloves during work hours.

Cafeteria tables will be cleaned and sanitized between classes.

Staff will have access to disinfectant 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, hospital grade disinfectant (Phenolcide and Quatra-Cide), which is recommended for use on the virus that causes COVID-19, will be used to disinfect.

Custodial staff will disinfect classrooms, restrooms and all additional areas in the entire building.

Work and Learning Environments

Elementary First Day of School

Following our visitor policy, parents are not permitted to walk their child to class.

Pre-K and Kindergarten

Kinder parents will park by Kinder rooms & walk kids to side doors by those rooms. These doors are on the side of the elementary, facing FM 244. Aides will be at the door to guide students to their classrooms.

PK parents can park by administration building & walk students to side door by PK room (walkway by old gym & building.) Aides will be at the door to guide students to their classrooms.

Classroom Configurations and Procedures

Desks or tables will be socially distanced as much as instructionally possible.

Each classroom will be outfitted with the following:



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Visual reminders of distancing requirements will be in all classrooms, marking off areas for common spaces and distancing best practices.

Hand sanitizer stations

Access to disinfectant to sanitize working surfaces

When possible, communally shared supplies will be eliminated. Shared supplies will be sanitized between use.

Remove shared non-essential items from the classroom.

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.

Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.

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.

Collaborative Work and Projects

When possible, technology should be utilized when students are involved in collaborative work.

Group or pair work can be implemented with the use of face coverings and/or barriers.

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.

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.

The use of virtual meetings will be considered when possible.

In-person meetings will maintain social distancing.

Meeting Spaces

Meetings will be limited to video conferencing when possible.

If meetings must be held in person, all social distancing protocols will be implemented.

Limit the sharing of materials/supplies



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Administrative Spaces - Reception, Offices, Conference Rooms, Mail Room

When possible, meetings will be conducted virtually. However, if the need arises to meet in person please follow campus guidelines:

Individuals are expected to stand behind the shield guard installed at the reception desk.

Hand sanitizer will be provided in front office spaces.

Distances of 6 feet will be provided between all occupied seats and workspaces.

Common & Flexible Learning Areas

Classes/grade levels will sign up to reserve common areas.

Limit number of students as driven by available space and social distancing guidelines.

Visual reminders will be displayed for social distancing throughout common areas.

Informational graphics will be posted to help with 6 feet social distancing.

There will be procedures for students to sanitize their spaces before and after usage.

Restrooms

Proper handwashing technique will be taught to all students and consistently reinforced. Signage and teacher reminders will be used to encourage students to wash hands.

Efforts will be made to limit the availability of toilets, urinals and sinks to certain times to comply with social distancing recommendations.

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.

A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.

After a restroom break, students will be required to use hand sanitizer before reentering the classroom.

Library

Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.

Students and staff will sanitize hands upon entering and exiting the library.

High touch surfaces (i.e. table tops, chairs, door handles) will be disinfected regularly.

Occupancy will be limited.

Transitions

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



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Walking pathways throughout the building will be designated “stay to the right.” This includes the entrance and exit doors.

When possible, it is recommended that students make transitions outside of the building.

Arrival

Early Arrivals (7:00-7:30) Students will sit on the designated X's on the benches in the cafeteria.

(7:30-8:00) All students will go directly to their classrooms.

Sanitation stations will be placed at each designated entrance.

Separate entrances will be utilized for car riders and bus riders.

Staff will assist with maintaining social distancing in the hallways.

Parents will not be permitted to walk students to classrooms.

Breakfast

Pre-K-2nd grade: Students will have breakfast brought to their classrooms.

3-6 grade: Upon arrival, students can get their breakfast from the cafeteria, then proceed to their classrooms.

Lunch

Classes will only sit with their homerooms.

Lunch tables will be labeled with names of homerooms.

Elementary 5 & 6 Grade Band/Art

Art: Both homeroom teachers will teach art in their own room. Classes will not be mixed.

Band: Iola ISD will follow UIL guidelines for practices and rehearsals.

Dismissal

Staggering the groups of walkers, car riders, bus riders and daycare students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.

Car Riders: Dismiss 3 kids at a time. Parents will be required to stay inside their vehicles.

Bus Riders: Dismiss 1-2 buses at a time. Aides will assist walking students down.



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Sibling connections will be done outside the building.

Separate exits will be utilized for car riders and bus riders

Recess

Classes will go to recess 1 grade level at a time.

Homerooms will stay on opposite sides of the playground.

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

Brain breaks will be implemented as needed, at the discretion of the campus/teacher.

Specials

Students will use their own art supplies as much as possible, and shared supplies will be sanitized between use.

Equipment will be sanitized and/or wiped down after each use.

Physical Education Classroom Protocols

Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.

Any activities bringing students into close physical contact will be avoided.

Equipment will be disinfected after each use.

Activities requiring multiple students to touch or handle the same equipment will be avoided.

Students will use hand sanitizer before entering and upon exiting the gym/area.

On and Off-Campus Student Activities

Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing requirements.

Virtual field trips will be considered as often as possible.

PTO event and fundraising information is pending.

Campus Events

No in-person assemblies will be held in the fall.

Meet the teacher, open house, parent conferences, etc. may be held virtually.

Parents will be allowed to attend class parties and performances virtually, until further notice.

Child Nutrition



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Child Nutrition Employees will utilize personal protective equipment (PPE), including gloves, face shields and/or masks. Cashiers will also be behind a plexiglass barrier.

Child Nutrition Employees will have their temperature taken and Health Survey completed each morning prior to starting shift.

Hand sanitizer will be available for student use.

Students will follow floor markers to allow for social distancing between each other and staff members.

Cafeteria tables will be cleaned and sanitized between lunch periods.

Each campus will develop a cafeteria usage plan to accommodate its unique set up and allow for social distancing where feasible.

Students will be dismissed from the classroom to visit the cafeteria in small groups and/or individual classes to maintain social distancing when waiting in line.

The server will plate all food items for each student. This includes entrée and all sides.

The server will place the tray of food on the counter to be picked up by the students.

Students will proceed to cashier for payment, utensils, condiments, and selection of any a la carte items.

Payment processes will be touch-free.

The eating arrangement will be customized for each campus to fit their arrangement providing for social distancing as much as possible.

Transportation

Iola ISD is committed to safely transporting students that are eligible to and from school. During this unprecedented time, we encourage walking, biking or personal vehicles when possible. Doing so will reduce the number of students on buses allowing for better social distancing.

Registration is required for transportation to and from school to assist in better route planning.

To ensure Iola ISD provides the safest and cleanest environment possible we will:



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Cleaning	After every route, deep cleaning will be done by sweeping and the use of hospital grade disinfectant with an electrostatic sprayer that will cover all exposed surfaces on the bus.
Capacities and spacing	All bus seats will be numbered to allow for social distancing as much as possible, depending on the route and ridership.
PPE	Drivers and bus monitors will wear either a mask or face shield. Bus drivers and monitors will have daily temperature checks each morning before beginning their route.
	Masks must be worn in accordance with any current Governor's executive orders, and they will be available on all buses for students if needed.
Sanitizer	Hand sanitizer will be stationed at the entrance of each bus for use by staff and students for on/off boarding.
Training	Iola ISD transportation staff will undergo additional social distancing and sanitation training as it relates to additional duties and responsibilities as a result of the current environment.
Ventilation	Roof hatches will be open as weather permits. When not raining, the front roof hatch will be open to take in fresh air and the back roof hatch will be opened to expel air.
	Windows will be open as weather permits, as the lowering of windows will provide the most air flow.