

Campus Health and Safety Protocols

Plano ISD highly encourages all recommended protocols that will keep our learning communities safe.

The following are the updated health and safety protocols for Plano ISD campuses and administration buildings for the 2021-2022 school year. These guidelines have been amended based on updated guidance/orders including: [Governor's Executive Order GA-36](#), [TEA School Health Operations Requirements](#), and in accordance with the [Collin County Health Services Department](#). Plano ISD will continue to consult available guidance to monitor the health situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs. The district may adjust protocols to address specific needs or circumstances in order to protect the health and safety of students and staff.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. It is important to note that both vaccinated and unvaccinated individuals may spread COVID-19 and be at risk for illness. Because of the hidden nature of this threat, Plano ISD expects all employees, students and families to rigorously follow these practices.

Protocols for Screening and Isolation

General

All staff and visitors should self-screen for COVID-19 symptoms daily. Families should screen their students for COVID-19 symptoms daily. Campus visitors and volunteers will be required to complete a COVID-19 screening upon check-in.

Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:

- Sick with symptoms that could be COVID-19. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, fatigue, congestion/running nose, nausea/diarrhea, new loss of taste or smell.

- Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
- Is awaiting their own test results.

Isolation Protocols

- For students displaying symptoms of COVID-19 or feeling feverish, the school nurse will provide a clinical assessment.
- Students who are ill should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its 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).
- Areas of the building that are heavily used by the individual with a lab-confirmed case (student, teacher or staff) should be deep-cleaned, if the individual was present in the past 24 hours.
- Students and staff who have tested positive for COVID-19 or are experiencing symptoms of COVID-19 will be permitted to return to school when:
 - They are 24 hours fever-free without using fever-reducing medication; **and**
 - Improved symptoms (cough, difficulty breathing, etc.); **and**
 - 10 days have passed since symptoms began; **OR**
 - 10 days have passed since test date, if not experiencing symptoms.
- If a student or staff member has symptoms that could be COVID-19 and wants to return to school prior to meeting the above criteria, they must obtain a medical professional's note clearing them for return based on an alternative diagnosis **or** receive a negative PCR or antigen test.
- Unvaccinated staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.

Protocols for Face Masks (Updated 8/5/2021)

Texas Schools are required to comply with the [governor's executive order](#) regarding the wearing of masks. The use of face masks is optional for all students, staff and visitors and may not be required. It is recommended that individuals who are not fully vaccinated against COVID-19 continue to wear an appropriate face mask while around others.

Universal indoor masking is recommended for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status ([Collin County Health Care Services](#), [CDC](#), American Academy of Pediatrics [AAP](#)).

Masks will be available for all students, staff, and visitors upon request in the main office.

Protocols for Campus Visitors & Volunteers (Updated 8/5/2021)

All visitors will continue to self-screen for COVID-19 before entering facilities. Additionally, visitors will be required to complete a self-screening form upon check-in. Campus staff and parents/guardians may continue to utilize virtual tools to conduct meetings in order to meet the needs of our parents/guardians.

- Volunteers must be pre-scheduled and approved by school staff.
- No cafeteria visitors will be permitted during the 1st nine weeks.
- Parents and guardians are welcome to walk their child into their classroom on the first day of school.

Protocols for Hand Washing/Sanitation

Frequent hand washing 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 and students will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of Plano ISD-provided hand sanitizer:
 - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
 - Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Protocols for Water Fountains

Students and staff are encouraged to bring their own reusable water bottle for use throughout the day and take water bottles home to be cleaned on a daily basis.

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Daily Campus Disinfecting

- Each classroom and restroom will be cleaned daily by custodial staff.
- All high-touch areas will be cleaned throughout the day by custodial staff.
- Cafeteria tables will be disinfected after breakfast and after lunch periods by custodial staff.
- Staff will have access to cleaning solutions to use on working surfaces, shared objects and high-touch areas as needed.
- Staff will reduce the use of shared supplies/materials when possible. All shared items should be sanitized regularly.

Restrooms

- Disinfecting by custodial staff will occur throughout the school day.
- Staff and students must wash hands with soap and water prior to exiting the restroom.
- Visuals indicating proper handwashing techniques will be displayed to consistently reinforce this practice.

Protocols for Common Areas and Meetings (Updated 8/5/2021)

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- All students and staff will be asked to use hand sanitizer when entering and exiting common areas.
- Classes/grade levels will sign up to reserve common areas.
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- Campuses will develop procedures for spaces to be disinfected regularly.
- The use of virtual meetings/videoconferencing is preferred when possible, including PTA meetings, ARDs, LPAC, booster club meetings and events.
- When necessary, administration must create a plan for PTA/booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.

Specialized Classrooms and Extracurricular Programming

K-5 PE (Updated 8/5/2021)

- PE equipment will be disinfected as needed by teachers and/or students.
- Students should wash hands before entering the gym and after exiting.
- Sanitizing areas and access to handwashing will be provided.
- If enrolled in a PE class, students should bring tennis shoes to participate in class activities.
- Students should bring their own water bottle to the gym labeled with their name.
- PE activities should take place outdoors as feasible.

6-12 Physical Education/Athletics (Updated 8/5/2021)

- Locker rooms will be utilized and lockers will be issued to students.
- Equipment will be disinfected as needed by teachers and/or students.
- Students should wash hands before entering the gym and after exiting.
- Sanitizing areas and access to handwashing will be provided.
- Students should bring their own water bottle to the gym labeled with their name.
- Students enrolled in a PE class should dress in proper attire according to the teacher's guidance.
- PE activities should take place outdoors as feasible.
- Athletics - Parents and students are expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable).
- Athletics - water breaks will occur in small groups using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers, such as volleyball and basketball, may bring their own reusable water bottle clearly marked with their name. There will be a monitored water station that will be available for refills only. Sharing of water or sports drinks will not be allowed at any time.

Cheer/ Drill Team/Dance

- Practices and performances will be conducted following safety protocol provided by guidance from PISD, UIL and TEA.
- Students will be asked to wash or sanitize their hands before and after class.
- Equipment, such as ballet barres, will be disinfected/wiped down after each class period by the dance teacher.

- During center work and across the floor drills, dance students should maintain at least 3 feet apart whenever possible.
- Dance, cheer and drill team students will be encouraged to bring their own water bottle (if allowed by the campus) and a personal towel to wipe perspiration.
- Cheerleaders will not share equipment (e.g., pom poms, megaphones, etc.).
- Dance students will be encouraged to wear appropriate dance attire during class. If a student isn't comfortable using the shared dressing room space they can participate in class while wearing the clothes they wore to school.

K-5 Music

- It is recommended that students wear a mask when singing in the music classroom.
- Musical instruments, mallets and other shared equipment will be sanitized and wiped down after each use.

K-5 Art

- Students should complete cleaning protocols and sanitize their areas in between use.
- Shared art materials and supplies will be sanitized as needed.

6-12 Fine Arts (Updated 8/5/2021)

- Practices, performances and exhibitions will be conducted following safety protocol provided by guidance from PISD, UIL and TEA.
- Marching band students will be encouraged to bring their own water bottle (if allowed by the campus) for outdoor rehearsals.
- In the choir classroom it is recommended that all students wear a mask while singing.
- Brass and wind instrument players will be encouraged to empty water keys into individual cups and dispose of or clean cups at the conclusion of each session.
- Private music lesson teachers will be allowed to teach on campus. Masks for lessons in small spaces are recommended.
- Shared equipment and materials will be sanitized after each use.

Cleaning Protocols for Positive COVID-19 Cases on a Campus

The following protocols will be used in addition to the aforementioned daily campus cleaning and disinfecting protocols, along with nightly disinfecting of all high touch areas and horizontal surfaces such as desk tops, table tops, countertops and work spaces:

- In the event of a confirmed case, the identified classroom, work space or area will be disinfected by the custodial staff with an electrostatic sprayer.
- In the case of multiple confirmed cases on a campus, the custodial staff will disinfect classrooms, restrooms, athletics, fine arts areas and all additional areas throughout the school facility with an electrostatic sprayer.

Cleaning-Sanitizing-Disinfecting Agents Used by Custodial Services

- [Alpha HP Multi-Surface Cleaner](#) and [Alpha HP Multi-Surface Disinfectant Cleaner](#):

Primary use is for cleaning and sanitizing horizontal and vertical surfaces:

- Student desks, classroom work areas
- Cafeteria tables
- Handrails
- Countertops
- Push-bars on doors
- High-touch items

- [Crew Neutral Non-Acid Bowl & Bathroom Disinfectant Cleaner \(COVID-19 Rated\)](#):

Primary use is for bathroom floors, stalls/partitions, urinals and toilets.

- [Prominence Heavy Duty Floor Cleaner](#):

Used for mopping and auto-scrubbing of non-carpeted, non-restroom floors (VCT and concrete flooring):

- Hallways, cafeteria, clinic

- [Virex II 256](#) and [Oxivir Five 16](#) (Both are COVID-19 Rated)

Used upon special request (multiple cases of flu, report of staph, MRSA, etc.) to disinfect:

- A grade-level area
- Wing of a building
- Locker room

COVID-19 Campus Response Protocol & Notifications*

LEVEL 1 Prevention	<ul style="list-style-type: none"> • Illness prevention measures are in place <ul style="list-style-type: none"> ○ Frequent hand washing/sanitizing ○ Frequent cleaning of common areas and high-touch surfaces • Monitoring illness trends in the community and applicable local, state or federal guidance, rules and regulations
LEVEL 2 Mitigation	<ul style="list-style-type: none"> • Confirmed case of COVID-19 at a campus • Notification to Collin County Health Services and TEA • Parents and staff will be notified when there is a positive case reported in their student's class/staff member's class or department. • Affected area is deep cleaned within 24 hours unless more than 24 hours have passed since individual was on campus
LEVEL 3 Modified Operations	<ul style="list-style-type: none"> • Outbreak (2 or more linked cases) of COVID-19 in a specific area of a campus • Collaboration with Collin County Health Services • Parents and staff will be notified when there is a positive case reported in their student's class/staff member's class or department. • Affected area is deep cleaned within 24 hours unless more than 24 hours have passed since individual was on campus
LEVEL 4 Facility Closure	<ul style="list-style-type: none"> • Outbreak (2 or more linked cases) of COVID-19 <u>with continued increase in cases in a school or number of teachers/staff in quarantine impacts ability to provide onsite instruction</u> • Upon advisement of the Collin County Health Services Department when cases in school or number of teachers/staff in quarantine impacts ability to provide on-site instruction
LEVEL 5 District Closure	<ul style="list-style-type: none"> • In response to lawfully authorized federal, state, or local public health department orders only.

**Due to the ever-changing issues in relation to COVID-19, the COVID-19 Campus Response Protocol is subject to revision at any time subject to district discretion and/or local, state or federal guidance, rules and regulations.*

Notification to Parents and Staff:

- Parents and staff will be notified when there is a positive case reported in their student's class/staff member's class, department or school.
- Plano ISD will report positive cases to the TEA/Texas Department of State Health Services weekly. These reports, by campus and district-wide, may be viewed at: <https://dshs.texas.gov/coronavirus/schools/texas-education-agency/>

Air Filtration

The Environmental Protection Agency (EPA), American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) and the Centers for Disease Control and Prevention (CDC) recommend upgrading air filters to the highest compatible within the system and checking the filter fit to minimize filter air bypass. PISD will continue to use MERV 11 air filters throughout the 2021-2022 school year.

Training (Updated 8/5/2021)

A toolkit will be provided for training resources. These resources will include the practice of covering coughs and sneezes with a tissue, and if not available, to cover coughs or sneezes with their elbows. 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.

Safety Training for Protocols & Procedures

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| Student | <ul style="list-style-type: none">● Students will participate in training specific to newly adopted health and safety protocols.● All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.● If a student is experiencing symptoms they need to immediately notify a teacher. |
| Parent | <ul style="list-style-type: none">● Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.● Parents are asked to read all campus and district communication about health and safety protocols and to reinforce with their children. |
| Teacher/
Staff | <ul style="list-style-type: none">● Teachers attend training and develop classroom procedures consistent with TEA, Plano ISD and government guidance.● All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.● All staff will monitor students that exhibit symptoms and will be required to notify the nurse. |

School Arrival & Dismissal (Updated 8/5/2021)

Arrival: When possible, separate entrances may be utilized for car riders, bus riders, walkers and daycares. Students will go straight to the designated areas set by each campus.

General Building Arrival

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| Student | <ul style="list-style-type: none"> • Wash hands or use hand sanitizer upon arrival. • Students must adhere to campus entry, exit and transition procedures to reduce large group gatherings in close proximity. • Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival. • It is recommended/encouraged that students and staff wear masks when entering the building and waiting in the designated waiting area. • When using the cafeteria, students should follow assigned seating guidelines • Students are expected to stay seated until they are dismissed by a staff member. • Students will have access to use the restroom while they are in the cafeteria, gym or any other area as they wait to go to their classroom. |
| Parent | <ul style="list-style-type: none"> • Parents are encouraged to talk with their child about the health benefits of following health and safety protocols, including hand washing and/or using hand sanitizer. |
| Teacher/
Staff | <ul style="list-style-type: none"> • Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces). • Staff will dismiss student cohorts using staggered student release into halls from these areas. |

Dismissal: Campus may designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade level will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. Sibling connections at elementary campuses will be done outside the building. Separate exits may be utilized for car riders, bus riders, walkers and daycares. Parents picking up students during the day will be required to follow all visitor screening protocols, in addition to following all standard check-out procedures.

Transportation (Updated 8/5/2021)

Students using school bus transportation services will follow recommended health and safety protocols. Face masks are recommended for all staff and students as well as the

use of hand sanitizer upon boarding the bus. Extra face masks may be available on the bus.

Students will be required to sit in their assigned seat, according to the bus driver's seating chart.

Bus Expectations

- Students should NOT share food, drinks or personal devices.
- Use hand sanitizer (provided near the bus stairwell).
- Bus in motion rules: Standard Plano ISD bus rules apply.

Disinfecting Protocol

Between Each AM & PM Campus Drop-Off:

- School bus drivers, bus assistants and staff will be spraying and wiping down seats and high-touch items with disinfecting spray.
- Weather conditions permitting, various bus windows and the roof hatch will be opened to allow outside air to circulate in the bus.

Weekly Deep Disinfecting Process:

- Buses will be deep cleaned each week using a disinfectant sprayer.

Cafeteria – Breakfast and Lunch (Updated 8/5/2021)

- Elementary and middle schools will assign seating for breakfast and lunch.
- Campus administration may determine additional areas that may be utilized for lunch. These areas could include classrooms, the library or other large areas within the school building, depending on need & feasibility.
- Hand sanitizing stations will be available at entrances and exits of the cafeteria. No third-party food deliveries will be accepted at any campus.

Seating & Directions

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| Student | <ul style="list-style-type: none">• Students will be expected to follow campus guidelines for cafeteria procedures.• Students will be seated according to a seating plan for students• All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.• Students are encouraged to read and adhere to expectations• At schools with open lunch, students are required to wash hands or use hand sanitizer upon their return to school. |
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| Parent | <ul style="list-style-type: none"> • Mealtime visitors will not be permitted in the school cafeterias for the first nine weeks • Parents are encouraged to speak to their children about safety protocols • Parents are asked to read and be familiar with all school communication regarding health and safety protocols. • When sending a lunch to school with students, include only items that students will not need assistance opening. |
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| Teacher/
Staff | <ul style="list-style-type: none"> • A seating plan for students will be followed • Assigned staff will supervise and monitor students in cafeteria lines and direct students to open seats • Staff will maintain the same class group for “in person” lunches daily. |
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Standard Classroom Procedures (Updated 8/5/2021)

In this section, classroom training, setup and protocols will include procedures for students and teachers. Teachers will ensure students are trained and students will be expected to follow all campus and classroom expectations.

All classrooms will be outfitted with:

- Refillable alcohol-based hand sanitizer stations.
- Access to multipurpose cleaner/disinfectant to clean/sanitize working surfaces as needed.

Classroom Training

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| Student | <ul style="list-style-type: none"> • Students will participate in training specific to adopted health and safety protocols. |
| Parent | <ul style="list-style-type: none"> • Parents are asked to read all school communication regarding health and safety protocols. |
| Teacher/
Staff | <ul style="list-style-type: none"> • Teachers will receive resources to deliver classroom lessons on health protocols. |

Classroom Setup

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| Student | <ul style="list-style-type: none"> • It is recommended students be familiarized with class and school-wide protocols that are consistent with CDC guidelines. • Students will avoid sharing school supplies and will sanitize shared items as needed. |
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- Students should use hand sanitizer at the beginning of class. If a sink is available in the classroom, students should wash their hands at the beginning of class.
- Students may bring personal snacks as long as they are not shared.
- Individually wrapped birthday treats may be brought to school.

**Teacher/
Staff**

- Hand sanitizer, tissues and trash cans will be available throughout classrooms and common areas.
- Teachers will assist students with sanitizing shared materials and supplies as needed.

Classroom Arrival

Students

- After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
- Students should avoid touching high-touch areas if possible.

Guidelines for Schoolwide Events and Activities (Updated 8/5/2021)

In light of the rising cases and rapid change in the virus, the guidelines and protocols related to schoolwide events and activities will begin on the first day of school. Events previously scheduled before school will be held; however, family participation is optional. This is a great time for families to talk about the health and safety protocols to keep everyone safe.

- During the first nine weeks of school, elementary and middle school campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc., that bring large groups of students together. Campuses are encouraged to explore other options such as small gatherings or virtual opportunities.
- High schools and senior highs should exercise caution and provide an opt out plan for students when planning large gatherings of students during the school day.
- Virtual open house and grade level meeting nights are required for the first nine weeks. Campuses should make recordings available.