2022 - 2023

Back@theNEST

Re-entry Plan

Soaring to Excellence

Plan subject to change based on TEA, CDC, Local, and State guidelines

Message from Board President

The 2022-2023 school year is now upon us. We are excited to welcome everyone back. As we prepare for the upcoming school year in San Elizario ISD, please rest assured that we continue to take every precautionary measure to ensure the safety and well-being of our students, district personnel and parents on campus. We are also fully committed in supporting our students' educational journey, as well as those of our teachers.

The continued communication between home, school and community will be key to making this school year successful and memorable for everyone.

Thank you for entrusting the San Elizario ISD with your children and choosing to live and work in this beautiful community.

Sincerely,
Sandra Licon
San Elizario ISD Board President

Message from the Superintendent of Schools

Dear San Elizario ISD Community,

Our San Elizario ISD Team is excited to have the opportunity to welcome everyone back for the upcoming school year. We know the previous year provided significant challenges to the education of our students and fundamental obstacles to the districts' normal method of operation. Together, we worked to keep supporting one another. On behalf of the San Elizario Team, please accept our thanks and admiration for everything you did!

While there are still many questions about the COVID-19 pandemic and its future and continued impact, there is one commitment we have made in San Elizario ISD and that is implementing safety precautions that will enable us to have a better learning and work environment for our students and employees. Safety precautions will continue so that our learning environments are protected for all stakeholders. With your collaboration and continued support, we can all work to keep San Elizario ISD and the children we serve and our employees safe. This re-entry guide is specifically designed to be read by all stakeholders and serve as a fluid document that will be updated to address continuously changing information as it arises.

Thank you once again for choosing San Elizario ISD. We are proud to be able to contribute to improving the lives of children. San Elizario ISD continues to be the place where students soar.

Respectfully,

Jeannie Meza-Chavez, Ph.D.
San Elizario ISD Superintendent of Schools

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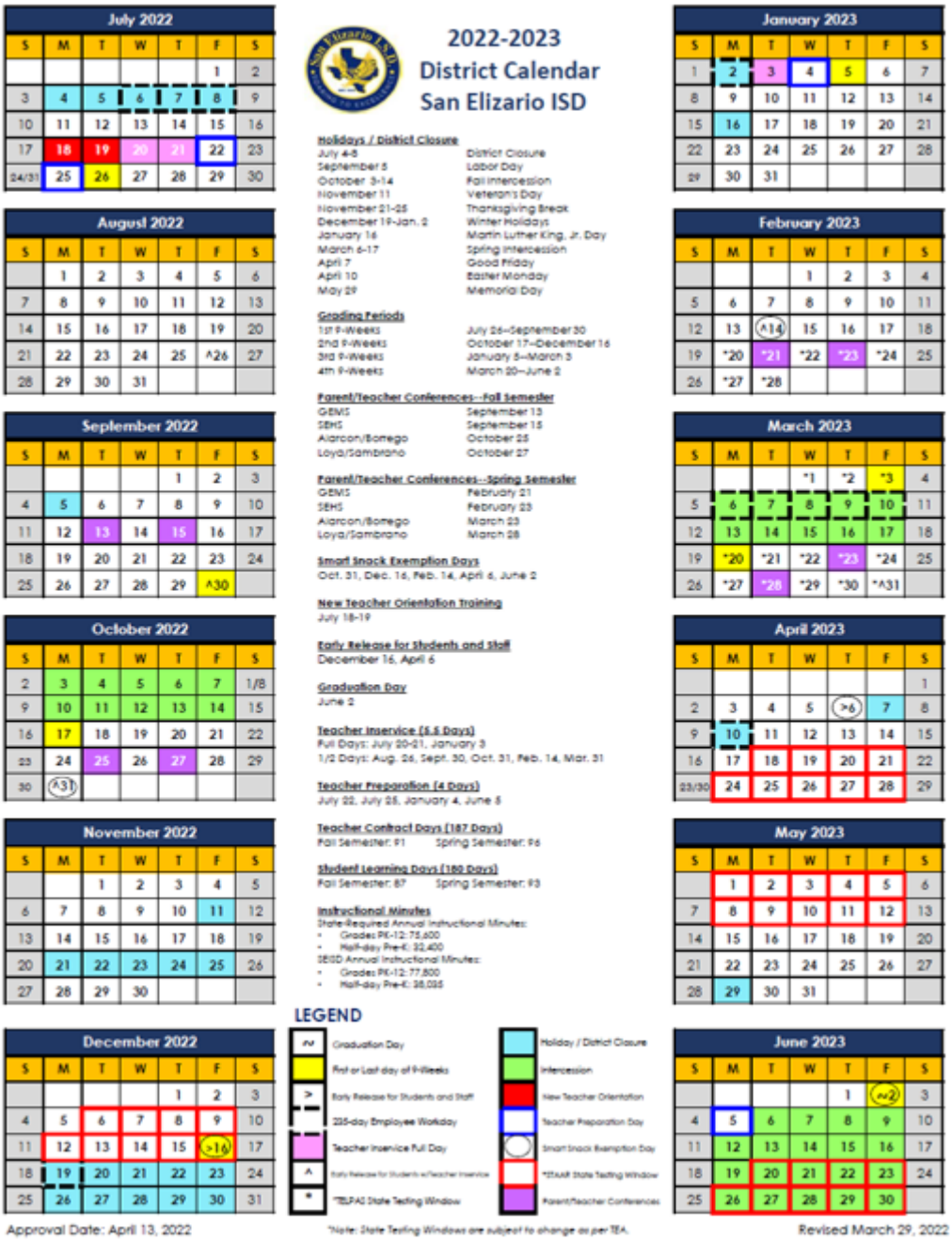
PART I - Attestations

Introduction

The San Elizario Independent School District Leadership Team developed a prevention and mitigation practices plan that are outlined in this document and are designed to significantly reduce the likelihood that a coronavirus outbreak occurs on campus. Some practices are required for all school systems, some are required in areas with high levels of community spread, and some are recommendations.

District Calendar

The San Elizario Independent School Board approved a year-round calendar for the 2022 – 2023 school year. The district will proceed with this year-round calendar which allows for more frequent breaks for our students and teachers.



Bell Schedule

Bell schedules will be differentiated by grade level (i.e., primary and elementary or secondary schools). Below you will find the face-to-face school day bell schedules.

Campus	Teacher (Start/End Times)	First Bell	Tardy Bell	Attendance Bell	Dismissal Bell	Total Minutes
San Elizario High School	8:10 AM—4:10 PM	8:40 AM	8:45 AM	Attendance is recorded by class period.	4:05 PM	440
Garcia-Enriquez Middle School	8:10 AM—4:10 PM	8:40 AM	8:45 AM	Attendance is recorded by class period.	4:00 PM	440
Alarcon and Borrego Elementary Schools (Grades 3-6)	7:30 AM—3:30 PM	7:30 AM	7:35 AM	10:00 AM	2:50 PM	440
Loya Primary (3 and 4year-olds) and Sambrano Elementary (Grades Kinder-2nd)	7:30 AM—3:30 PM	7:30 AM	7:35 AM	10:00 AM	2:50 PM	440
Loya Primary PPK-3--(1/2 day AM)	7:30 AM—3:30 PM	7:30 AM	N/A	N/A	11:00 AM	210
Loya Primary PPK-3--(1/2 day PM)	7:30 AM—3:30 PM	11:20 AM	N/A	N/A	2:50 PM	210

Attendance Requirements
Teachers will take attendance daily. Students are required to attend school at least 90% of the school year in order to receive credit and be promoted regardless of the method of instruction. All guidelines set forth by Board policy FEA and FEC (LOCAL) will be enforced.

Methods of Instructions
The San Elizario Independent School District will be offering face-to-face instruction for all students at all grade levels for the 2022 – 2023 school year.

Teacher Availability and Instructional Support
Teachers will be available throughout the school week. Any additional meeting times to further support our parents and students will be set by the campus principal.

Student Engagement
Teachers will engage students with high-yield instructional strategies in order to address the loss of learning created by the COVID-19 emergency closure. In addition, the following will address the specific learning loss among low-income students, students with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness and children in foster care:

- Implementation of Guided Reading at the elementary grade levels
- Implementation of Fundamental Five at the secondary grade levels
- Implementation of Istation
- Implementation of Newsela
- Implementation of IXL
- Implementation of targeted tutoring

The following table specifies the instructional methods San Elizario ISD selected and are allowable by the Texas Education Agency.

School	Grade Level	Face-to-Face
Loya Primary	**PK 3 - PK4**	★
Sambrano Elementary	**K - 2nd**	★
Alarcon Elementary	**3rd - 6th**	★
Borrego Elementary	**3rd - 6th**	★
Garcia Enriquez MS	**7th - 8th**	★
San Elizario HS	**9th - 12th**	★

Materials Design

SOAR@theNEST

The San Elizario Independent School District offers a robust online resource center called Specialized Online Academic Resources referred to as SOAR@theNEST. Students and parents may access the district's online resources in an easy to navigate link. The link is provided below.

- https://www.seisd.net/Page/529

Technology Devices

In preparation for an unanticipated long-term closure, the San Elizario Independent School District distributed a total of more than 1600 devices to students who did not have any type of technology at home. This total includes I-Pads, Chromebook, and laptops. Students who had no internet connectivity at home were also provided with a hotspot per household. A hotspot is a device that allows students to connect to the internet. A total of 241 hotspots have been distributed providing internet service to 533 students. A verification of internet connectivity is currently underway to ensure our students have the internet connection needed to succeed.

Student Progress: School Grading Policies

Grading Requirements

Traditional grading practices will continue for the 2022 – 2023 school year. Teachers will be monitoring student progress throughout the school year. In addition, report cards and progress reports will be available via Parent Portal. Paper progress reports and report cards will be available for pick-up upon parent / guardian request. All guidelines set forth by Board policy EIA and EIE (LOCAL) will be enforced. To further ensure success of our students, ongoing progress monitoring will continue with the assistance of our counselors, at-risk teachers, social workers, math and reading interventionist and teachers.

State Assessments

The State of Texas Assessments for Academic Readiness (STAAR) will continue for the 2022 – 2023 school year. Online options will be available. In addition, schools will continue to administer districtwide benchmarks and common assessments in order to measure student progress. Board policy EIE (LOCAL) will be enforced.

Professional Development Calendars

The San Elizario Independent School District has been providing on-going professional development to all teachers. This has been targeted professional development to prepare teachers to teach effectively address the loss of learning due to the COVID-19 emergency closure.

Instructional materials support for online instructional materials

Students in the San Elizario Independent School District will engage with academic material that is available for face-to-face instruction The San Elizario Independent School District has been strategically adopting instructional materials that can be implemented in both face-to-face and online mode in the event of an unanticipated long-term closure. The following are a few examples of the instructional materials available to our students:

- Istation – R&M
- HMH (K-2 ELAR) - Sambrano
- K-1 STEMScopes Math Sambrano
- STEMScopes
- My World Pearson (Social Studies)
- PK-1 Estrellita/Fundations
- Go Math
- PK3-PK4 – follow guidelines & Oracy focus

Specific supports for educators and families to implement effective remote asynchronous instruction

The teachers will continue to receive professional development that will assist them in the development of highly effective and interactive lessons. In addition, the teachers will receive side-by-side support from the school's instructional specialists and district's instructional officers. Professional Learning Committee (PLC) meetings will focus on research-based instructional delivery.

Parents may find how-to videos on the district's SOAR@theNEST online resources page. These are designed to assist parents on how to help their children access District resources. In addition, the district will continue to make the Helpdesk available to parents. Our district and campus parent liaison along with the administrators will continue to provide the technological assistance needed to ensure students experience success.

PART II

Open Response

The following blueprint will be followed in the event of an unanticipated long-term closure occurs:

San Elizario ISD Learning – SOAR@theNEST -- Blueprint

	Loya & Sambrano PreK3 - 2nd	Alarcon & Borrego 3rd - 6th	GEMS 7th - 8th	SEHS 9th - 12th
Structure/Schedule	Lead4Ward: school@home	Lead4Ward: school@home	Lead4Ward: school@home	Lead4Ward: school@home
Learning Management System (LMS) or Virtual Environment	Google Classroom	Google Classroom	Google Classroom	Google Classroom
Online Resources	Istation – R&M HMH (K-2 ELAR) - Sambrano K-1 STEMScopes Math Sambrano STEMScopes My World Pearson (Social Studies) PK-1 Estrellita/Fundations Go Math PK3-PK4 – follow guidelines & Oracy focus	Istation – R HMH (ELAR) Reflex Math STEMScopes My World Pearson (Social Studies) Sharon Wells	Istation – R Pearson ELAR IXL STEMScopes HMH (Social Studies)	STEMScopes Pearson ELAR • HMH (Social Studies)
Explicit Instruction	*Delivery of Instruction, Quality Control and Support of Online Learning*	*Delivery of Instruction, Quality Control and Support of Online Learning*	*Delivery of Instruction, Quality Control and Support of Online Learning*	*Delivery of Instruction, Quality Control and Support of Online Learning*
Social Emotional Learning	PBIS Counseling Services *Common Sense Education: Digital Citizenship & Social Emotional Learning*	PBIS Counseling Services *Common Sense Education: Digital Citizenship & Social Emotional Learning*	PBIS Counseling Services *Common Sense Education: Digital Citizenship & Social Emotional Learning*	PBIS Counseling Services *Common Sense Education: Digital Citizenship & Social Emotional Learning*
Making Individualized Connections with Students	-Intro Self -Humanize the Course -Enrich Multimedia w/Personalization -Create cooperative learning -Enable interactive communication -Student Rewards (Racoon Gang, 2015)	-Intro Self -Humanize the Course -Enrich Multimedia w/Personalization -Create cooperative learning -Enable interactive communication -Student Rewards (Racoon Gang, 2015)	-Intro Self -Humanize the Course -Enrich Multimedia w/Personalization -Create cooperative learning -Enable interactive communication -Student Rewards (Racoon Gang, 2015)	-Intro Self -Humanize the Course -Enrich Multimedia w/Personalization -Create cooperative learning -Enable interactive communication -Student Rewards (Racoon Gang, 2015)
Scope & Sequence TEKS alignment	TEKS Resource System Targeted curriculum and assessment align to the TEKS	TEKS Resource System Targeted curriculum and ssessment align to the TEKS	EKS Resource System Targeted curriculum and ssessment align to the TEKS	EKS Resource System Targeted curriculum and assessment align to the TEKS
Mode of Communication	Dojo	Dojo	Dojo	Remind/Alternative

TEKS Alignment

The San Elizario Independent School District will continue to use the TEKS Resource System for face-to-face instruction. The TEKS Resource System is a targeted curriculum and assessment tool that is aligned to the Texas Essential Knowledge and Skills (TEKS).
https://www.teksresourcesystem.net/

Special Education

San Elizario ISD will fulfill its obligation to provide instructional and related services as required by each student's IEP. Instructional and related services as outlined in each student's IEP will be provided as documented in each student's Individualized Emergency Contingency Plan. If a parent would like to request an adjustment to service provision, an ARD may be held at any time to address these requests.

Instructional materials include specifically designed resources and / or accommodations and modifications to support students with disabilities in both an asynchronous environment or face-to-face environment.

Teachers will work with parents to obtain progress with regard to instruction.

Special education paraprofessionals will also be available to assist students with instructional activities throughout the school day.

Co-teach and support facilitation services will be provided in accordance with the students' IEP.

If a student's IEP has recommended speech therapy, occupational therapy, physical therapy, adaptive physical education, VI or AI instructional support, or Special Education Counseling, these services will continue as set forth in the Individualized Emergency Contingency Plan and each child's IEP.

Section 504

Each 504 student will follow the instructional plan as developed for general education peers unless their 504 plan indicates alternative services are necessary. Parents may request a Section 504 meeting at any time to review the accommodations and services in place for their child. Teachers will continue to implement each student's accommodations and related services as developed by the 504 committees. Additionally, should a child receive dyslexia instruction as part of their 504 services, these services will be provided in a small group or individual setting in order to comply with the services set forth in the 504 plan.

Intervention

All RTI students will receive support as outlined in their individualized Intervention Plan.

Progress Monitoring

- Teachers should review the progress of each student with an IAP weekly and determine what, if any, additional accommodations may be needed for each student to continue to make progress.
- Teachers should consider alternate strategies/supports to ensure continued progress (i.e., more synchronous instruction; more small-group support, etc.).
- Teachers should, after other interventions have been unsuccessful, request to convene a Section 504 committee meeting to address lack of progress.

English Learners

ELL students are eligible to receive a variety of services and participate in programs that will help them learn academic content and become skilled in their second language (English).

- Compliance with the LPAC process is required.
- All students will receive instructional accommodations according to each individual student's LPAC.

PART III

Guidelines for Sanitizing Technology Devices
How to clean your computer or laptop:

- Turn off power. For computers, power down then unplug the device and monitor. Unplug laptops and remove battery if possible.
- Gently wipe monitor free of smudges, smears, or dust using a microfiber cloth
- If this doesn't work, use a solution of diluted dish soap. A single drop of soap and warm water.
- Dip a clean fiber cloth into solution and thoroughly wring it out. This is important when cleaning laptops, as liquid shouldn't drip down through keys.
- Gently wipe display with dampened cloth.
- Rinse all soap out of this cloth and wring it out again. Go back over your display to remove any soap residue.
- Gently wipe screen with a dry microfiber cloth.

How to clean computer keyboard:

- Disconnect power source. For computers, power down and unplug device. Additionally, unplug keyboard from computer. Remove batteries for wireless keyboard. Laptops should be unplugged and remove battery if possible.
- Spray keyboard with canned air to remove any leftover crumbs or dust.
- Lightly dab a cotton swab in gentle rubbing alcohol. Spot test first to be sure alcohol doesn't remove lettering.
- Dry keys using microfiber cloth. Do not replace batteries or plug in until keys are completely dry.

How to clean touchscreens

- Touchscreens should be cleaned daily using a dry microfiber cloth.
- For more thorough cleaning, a dampened microfiber cloth then wipe display dry with a fresh microfiber.
- Careful not to get any moisture in the openings.

How to disinfect tablets:

- Use a touchscreen-safe antimicrobial spray and a microfiber cloth. (Please refer to manufacturer's recommendations and instructions)
- Make sure electronics are powered off and unplugged.
- Dampen a microfiber cloth with spray, being careful not to oversaturate cloth.
- Wipe down screen, avoid all openings.
- Allow spray to sit the amount of time noted on product.
- Wipe screen dry with fresh microfiber cloth.

How to disinfect tablet cover:

- Mix a couple of drops of dish soap with warm water in a bowl
- Dip cloth into the solution so that is damp, not saturated.
- Wipe down the cover.
- Rinse cloth until it runs clean; wring it out so that it is damps.
- Wipe cover again to remove soapy residue and leave to air dry or wipe with a dry cloth.

Transitions

- Signage and floor markings will be present to help assist students and staff with social distancing in common spaces and hallways. 3-6 feet distancing will be followed whenever possible.
- During passing periods, traffic flow will be routed to minimize student contact.
- Students will be instructed to stay to their far right during passing periods.
- Staff will be onsite to ensure compliance of current CDC guidelines as applicable

Water Fountains

- Students are encouraged to bring a clear plastic water container to school each day with their names clearly marked on it.
- SEISD has retrofitted several of the existing water fountains to bottle-filling stations.

Transportation

Bus transportation is provided for all Special Education students when required by the students ARD and IEP. All general education students will be provided transportation if eligible from the designated transportation areas to each campus.

- Parents are strongly encouraged to provide transportation to school for their children. This will allow for better social distancing among riders inside school buses.
- Buses will be thoroughly cleaned and sanitized after the morning and afternoon routes, focusing on high-touch surfaces.
- Drivers, bus monitors and student riders may continue to use a face mask if they choose to, as long as the wearing of a mask is not a mandate.

Student Arrival (*The measures below are currently lifted*)

- Parents will not be permitted to walk students inside the school building.
- Parents will remain in their cars during morning drop-off and dismissal.
- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building and will not be monitored.

Student Pick-Up during the Instructional Day (*The measure below is currently lifted*)

- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival. If a parent/guardian must enter the campus, it will be limited to one visitor per student, and additional family members will need to wait outside of the school building.

Student Meals: Breakfast & Lunch

- Campuses utilizing the Breakfast in the Classroom program will continue.
- Lunch meals will be served in the cafeteria, a 3-6-foot distancing will be observed when possible.

Library (*The measures below are currently lifted*)

- Books and materials will be collected in boxes or on carts and left untouched until a 3-day quarantine is complete.
- Librarians will wear gloves while working with any books or library materials.
- Students' access to stacks will be one way.
- Students will only be allowed in specialty display areas one at a time.
- All shared materials will be removed.
- Social distancing of 3-6 feet will be observed as much as possible.

Off-Campus Student Events (*The measures below are currently lifted*)

- SEISD will pursue virtual activities in lieu of field trips, assemblies and special performances accordingly.
- When participating in off-campus, school-sanctioned activities, students should follow all on-campus, in-person protocols and requirements.

On-Campus Events (*The measures below are currently lifted*)

- SEISD will avoid scheduling any non-essential large group gatherings and events.
- Typical parent meetings, such as meet the teacher, open houses, parent conferences, etc. will be held virtually as appropriate.
- Any extracurricular activity, including campus club meetings, that are approved to be held on campus will adhere to social distancing requirements outlined by SEISD, TEA and UIL.

Athletics

- All students who participate in athletics will be required to meet UIL requirements.
- All students will be required to attend in-person/virtual athletic class, after-school practices and games.
- All students must complete Rank One online paperwork prior to any athletic workouts or try outs.
- All of the SEISD athletic teams will follow the mitigating guidelines established by the UIL, TEA, and state and local authorities.
- Please contact the high school and middle school administrators at each individual campus for information on when their athletic classes are scheduled.

Middle School Athletics

- Middle school students will need to complete all Rank One paperwork prior to the first day of practice.
- Middle school game schedules will be adjusted to accommodate any delayed start of practices. Middle school game schedules are TBA.

Social Emotional Student Supports

SEISD Counselors are available to support students academically, socially and emotionally. Our counselors are prepared and ready to provide mental health support or resources for families who may be struggling emotionally. These services may be provided remotely or face-to-face.

Social Emotional Learning (SEL) lessons will be offered to SEISD students to develop important skills such as self-awareness, self-management, social awareness, relationship skills and responsible decision making.

Practices to Prevent the Virus from Entering the School

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

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, San Elizario ISD 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 on any on campus activities.

General Building Entry Guidelines
Introduction

The safety and well-being of all students, staff and visitors are a priority for **San Elizario ISD** as the district re-enters the work site and instructional facilities at one-hundred percent. Various changes in the way the workplace and campuses look, as well as practices and protocols, have been implemented to follow recommended **Guidance as stated by the City of El Paso Department of Public Health's Local Health Authority, TEA and CDC. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through contact with contaminated surfaces, but it is possible to get infected if one touches a contaminated surface and then touches their nose, eyes, or mouth. The risk of transmission appears to be proportional to the closeness and frequency of interaction between an infected individual and others who are not infected, and/or not vaccinated.** Our goal is to collaboratively ensure that all students, employees and visitors in district facilities feel safe and secure to effectively navigate the complexities of a "new normal" and reduce the risk of exposure to and infection with COVID-19.

The measures implemented include more frequent sanitizing of highly touched areas (facilities and school buses), surfaces and work areas, daily student, staff and visitor wellness checks, temperature checks, , access to hand sanitizer throughout the district's facilities, to include classrooms, social distancing floor markings, (Centers for Disease Control and Prevention) CDC guidance signage, safety shields in high traffic reception areas, sneeze guard desk shields for primary and elementary students, continuation of face mask wearing (although not currently required) for those who choose to do so, needle point bipolar ionization through HVAC systems, higher MERV rated filtration, increased filter changeout frequency and other measures detailed in this book. The cooperation of all staff in keeping a safe environment as the district and the community continue to fight the spread of COVID-19 is essential.

As always, San Elizario ISD staff will continue to meet the challenges of COVID-19 with continuous improvements and perseverance, embodying the commitment of educating all students for success—no matter the circumstances. This guidebook is the San Elizario Independent School District's guidance on re-entry into the physical instructional environment.

Guidance concerning the coronavirus (COVID-19) is regularly updated. The information outlined here are the current best practices provided by federal, state, and local health officials for mitigating COVID-19 in the work environment. The District will update this guidance as new information becomes available. This plan is fluid and will be reviewed in accordance with CDC, TEA and Local Department of Public Health guidelines for effectiveness and revised as needed to meet the needs of all stakeholders.

General Guidelines

Building/ Campus Hours

Please refer to individual Department or Campus Facility schedules. Employees must self-assess for COVID-19 symptoms by reviewing the District's Employee Assessment through the Health Portal at **https://app.healthofficeportal.com/SHM_San_Elizario_Independent_School_District/Portal/Login.aspx** Health Assessment questionnaire and checking their temperature before reporting to work. Employees should arrive on time, as scheduled for duty, to allow for the health check screening process. For the safety of the learning environment, parents are strongly encouraged to assess their children and themselves for symptoms before sending students to school.

Health and Safety

The **San Elizario Independent School District** continues to monitor the transmission indicators of the coronavirus. Your health and safety remain our top priority. As a result, the District continues to practice a variety of safety measures and to scale safety efforts as quickly as possible to keep employees safe. In order to address the spread of COVID-19, it is important to know how the virus is transmitted.

Transmission of COVID-19

Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through contact with contaminated surfaces, but it is possible to get infected if one touches a contaminated surface and then touches their nose, eyes, or mouth. The risk of transmission appears to be proportional to the closeness and frequency of interaction between an infected individual and others who are not infected, and/or not vaccinated.

The Centers for Disease Control and Prevention (CDC) website supplies the latest information about COVID-19 transmission: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html

Persons at Higher Risk

Based on what we know, persons at high risk for severe illness from COVID-19 include people 65 years and older, people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes, people on dialysis, people with liver disease, and people with compromised immune systems.

Symptoms of COVID-19

The new coronavirus (COVID-19) is different from the coronaviruses that cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever (≥100°F), muscle pain, sore throat, and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported.

Campus Administrators/Department Heads

Campus Administrators/Department Heads will be responsible for the following (as applicable based on current guidelines):

- Screenings (temperature check and COVID-19 Health Assessment Health Portal questionnaire) (See addendum)
- Social distancing (3-6 feet)
- Personal protection equipment
- Cleaning supplies
- Signage standards
- Entrances, exits, and traffic flow
- Lobby and visitor processes
- Shared area protocols
- Other safety procedures and protocols

Campus Administrators/Department Heads will collaborate to implement safety protocols and procedures within the department or campus. Each facility will have a department head/ campus administrator who will be responsible for implementing and monitoring the safety protocols and procedures within. Department heads/ campus administrators will judge the specific needs of their building by conducting daily evaluations of the building's functionality in work and instructional areas.

Campus Administrators/Department Heads will collaborate in mapping unidirectional traffic in their workspaces where applicable, ensuring directional arrows and signage are installed, reconfiguring office and classroom space usage as needed to promote appropriate distancing/spacing (3-6 feet whenever possible), and implementing practices regarding the safe use of any special areas or equipment, such as copiers. Department heads/campus administrators will ensure an enhanced cleaning regime is visible and will report any additional cleaning needs or supplies to the proper staff member.

Enhanced Cleaning

The Custodial Services Department has a high standard for cleanliness and safety and is committed to upholding those standards with our intensive cleaning process. Enhanced cleaning and disinfecting protocols have been put in place as a result of COVID-19 and are based on current local health and government guidelines.

Utilization of EPA Registered chemicals for disinfection, focus on proper dwell time for proper disinfection and increased frequency of disinfecting high touch surfaces.

- Doorknobs
- Countertops
- Handrails
- Light switches
- Restroom fixtures
- Desks
- Keyboards and mouse
- Desk Phones

Areas of enhanced focus

- Buses
- Restrooms
- Offices
- Break rooms
- Vending machines
- Copier/printers
- Front desk and lobby areas
- Equipment

Suggested personal area cleaning

- Desks
- Computer keyboards and mouse
- Phone
- Remote control
- Chair arms
- File cabinet drawer handles
- Coffee machine

Buses

Buses will be thoroughly cleaned and sanitized after the morning and afternoon routes, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, door handles and step rails. Social distancing guidelines for buses of 3-6 feet will be followed when possible. Bus drivers, bus monitors and student riders may use a face mask if they choose to do so, although not required.

Common Areas

All students, staff and visitors will be required to follow established safety protocols.

- Social distancing (3-6 ft.) , if applicable based on current guidelines.
- The use of face coverings is not required but, those choosing to wear a face mask may continue to do so.

Hand sanitizer or portable hand sanitizer dispensers, and spray cleaners will be available in common areas.
Doors in common areas may need to remain open to avoid multiple persons touching the handles.

Stop the Spread of Germs

Employees, students and visitors can do their part to help prevent the spread of respiratory diseases by following these guidelines:

Social Distancing

The District will follow social distancing protocols within buildings. Individuals should keep a three-foot minimum distance between other persons as much as possible. Social distancing markings at all district campuses and facilities will be clearly visible to promote distancing guidelines.

Face Coverings

The Texas State Governor's Executive Order Number GA-36 prohibits governmental agencies, including school districts from mandating the use of face coverings. Therefore, the use of a face covering is no longer required while on district grounds. However, those that choose to continue wearing a face covering (face mask), may continue to do so.
As a reminder, face masks do not replace social distancing and frequent handwashing. CDC recommends washing hands for at least 20 seconds and doing so frequently.

Gloves

Follow these tips:

- Wash your hands before putting gloves on.
- Remove hand jewelry prior to use.
- Make sure gloves fit properly.
- Be aware that sharp objects can puncture gloves.
- Always change your gloves if they rip or tear.
- Never reuse, share, wash, or disinfect gloves.

How to Remove Gloves

- Pinch and hold the outside of the glove near the wrist area.
- Peel downwards, away from the wrist, turning the glove inside out.
- Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
- With your ungloved hand, slide your fingers under the wrist of the remaining glove, taking care not to touch the outside of the glove.
- Again, peel downwards, away from the wrist, turning the glove inside out.
- Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
- After removing gloves, wash your hands thoroughly with soap and water or alcohol-based hand sanitizer.

Main Lobby Areas (*The measures below are currently lifted*) Floor markings/safe zones will be established around the front desk/receiving areas. Spaces will be reconfigured to achieve social distancing as needed.

District facilities and Campuses

For the safety of our learning environment, all visitors will be required to follow established safety protocols and guidelines. All visitors will be screened for symptoms of COVID 19, by having their temperature checked and by answering a Health Assessment questionnaire. If a visitor has any symptoms of COVID 19, the visitor will not be admitted into the facility.

Appointment Scheduling (*The measure below is currently lifted)*

San Elizario ISD staff must set department or campus appointments with visitors, including parents, during hours of the day where foot traffic from employees or students is minimal. For example, after employee or student entry or before departure times.

Campus and Facility Contact Numbers

Administration (Central) Office	(915) 872-3900
Excell Academy	(915) 872-3915
Support Services Operations Center	(915) 872-3980
Lorenzo G. Loya Primary	(915) 872-3940
Lorenzo G. Alarcon Elementary	(915) 872-3930
Alfonso Borrego Sr. Elementary	(915) 872-3910
Josefa L. Sambrano Elementary	(915) 872-3950
Ann M. Garcia-Enriquez Middle School	(915) 872-3960
San Elizario High School	(915) 872-3970

Wash your hands often

Visitors with an Appointment
If a visitor has an appointment, the reception staff member will suggest that the department representative come to meet with the visitor in a provided space. However, the final decision on whether to allow the person to go to the department will be left with the department representative. For campus visitors, Campus staff will follow established visitor protocols.

Visitors without an Appointment
If a visitor does not have an appointment, the department will be contacted to determine whether someone is available to assist the visitor. If the specific staff member is not available, and for the safety of the learning environment, the visitor may be asked to schedule an appointment or attempt to conduct their business via phone or other means.

Conference and Training Rooms
The following guidelines will apply to the use of conference rooms and common workspaces:
Conference rooms and common workspaces may be utilized by following social distancing guidelines as applicable based on current guidance.

The following guidelines should be practiced for in-person meetings:

- Seating, if used, should be situated so that persons are at least three feet apart, when possible.

- Tables and surfaces should be wiped down with sanitizing products at the start and end of each meeting.
- Staff should plan for a 30-minute window between meetings for cleaning.

Restrooms
When opening or closing the restroom door, it is recommended to use a paper towel, tissue, disinfectant wipe, or disposable glove. Restrooms will be stocked with soap and paper towels. Hand soap will be available in all restrooms. Posters on how to wash hands properly will be posted in all restrooms. Restrooms will be cleaned regularly throughout the day, and at night as applicable. Portable hand sanitizer stations will be located right outside restrooms or hallways.

Meals and Break Rooms
While there is no data to suggest that COVID-19 can be transmitted through properly cooked and handled food, the coronavirus can live on surfaces for extended periods of time and is transmissible in locations like communal kitchens and break rooms where people are gathered in close proximity for extended periods of time and where surfaces are improperly sanitized between use.

Workstations
Employees will be required to follow a "clean desk" protocol. No food, drinks, or items that can be damaged should remain on the desk at the end of the workday. Personal cups, water bottles, etc., should be put away in drawers or cabinets. Workstations will undergo a daily cleaning/disinfecting, which requires that workstations be clear. Employees are asked to collaborate in the efforts by wiping down their workstations and equipment during the day.

The workstation of an employee who shows symptoms consistent with COVID-19 or has been diagnosed with COVID-19 will not be used for at least 24 hours, when possible. After 24 hours, the workstation will be cleaned and sanitized by Custodial Service.

Individual Offices

Employees in individual offices are encouraged to use video conferencing methods for meetings and should not hold meetings or host guests in their office unless a three-foot social distancing can be achieved.

Screening Process
All staff, students and visitors will be screened for symptoms of COVID-19 as a safety measure to promote a healthy work and learning environment and reduce the risk of transmission of COVID-19. (See addendum)

Employee Self-Screening
Employees are asked to self-screen before reporting to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Feverish feeling or a measured temperature equal to or greater than 100°F
- Repeated shaking with chills
- Cough
- Sore throat
- Nasal Congestion
- Persistent Headaches
- Shortness of breath or difficulty breathing
- Body aches / Muscle or Joint Pain
- Fatigue
- Nausea / Vomiting
- Loss of sense of smell or taste
- Been in close contact with a person who is lab confirmed to have COVID-19
- If running a fever of 100°F or higher, or feeling ill, please stay at home.
- Make sure to contact your health provider, if needed, and notify your supervisor regarding your absence.

If you have one or more of the above symptoms, it is recommended by the Health Department for you to be referred for COVID-19 testing. Additionally, you will need to follow self-quarantine recommendations until you have obtained test results or clearance from your Health Care Provider.

All travel restrictions are lifted in El Paso County; staff and students may travel out of the region; however, they should observe all preventive measures and recommendations (social distancing, wearing face covering if applicable, washing hands often) while traveling and upon return.

Temperature Checks
Individuals with temperature readings over 100°F will not be allowed to report to the work area. They will be directed to a designated area where they will be given contact information to one of the District's Health Services representatives for further instructions.
If you have any symptoms of COVID-19 or are diagnosed with COVID-19, you will not be permitted to work until the following criteria are met:

- Fever-free for 24 hours without the use of fever-reducing medications; and
- At least 5 days have passed since symptoms first appeared. With a clearance letter from the El Paso Department of Public Health, if COVID-19 confirmed.
- You have a medical professional's note clearing you to return to work.
- A Negative PCR test 3-5 days after onset of symptoms.

If you become ill during the workday and exhibit any symptoms of COVID-19 or are diagnosed with COVID-19, you will not be permitted to work until the criteria above are met or you have a Negative PCR test, or a clearance letter from the Department of Public Health or a medical professional's note clearing you to return to work.

For more information about what to do if you become ill, visit:
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

Guidelines for Staff with Confirmed Covid-19, Covid-19 Symptoms, or Family Members with Covid-19 Symptoms

Staff Who Become Ill During the Workday

Due to the contagious nature of the virus, all staff should stay informed, practice healthy habits, and avoid sharing equipment when possible to prevent the spread of COVID-19.

Signs or symptoms may appear 2 – 14 days after exposure to the virus.

People with the following symptoms may have COVID-19:

- Cough
- Shortness of breath/difficulty breathing
- Chills/repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Fever of 100°F or higher or feverish feeling
- Known close contact with a person who has COVID-19

If staff develop symptoms of COVID-19 during the workday or are confirmed to have COVID-19 infection, the following steps will be taken to reduce transmission:

- Separate ill staff from others and send them home.
- Contact **Custodial Department** for Standard Operating Procedures of cleaning/disinfection of ill staff's desk/workstation.
- Contact Health Services to assist with contact tracing to determine other staff that may have been exposed to the virus**.**
- **Human Resources** will inform staff of possible exposure to the virus while keeping confidentiality. (See Board Policy DH and Educator Code of Ethics)

Return-to-Work Guidance

The virus that causes COVID-19 can be spread to others by infected persons through respiratory droplets from those who have few symptoms, no symptoms, or are mildly ill. Due to the contagious nature of the virus, all staff should stay informed and take actions based on established guidance.

Staff and Students with Confirmed COVID-19 may not return to work or school until….

No longer having a fever (100°F or higher) within 24 hours without the use of fever-reducing medicine like Advil, Tylenol, or aspirin) and

Significant improvement of other symptoms (cough, sore throat, headache, etc.) and At least 5 days have passed since symptoms first appeared, or Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis, a Negative PCR test, or a clearance letter from the El Paso Department of Public Health.

Staff with symptoms of COVID-19 who **have not been tested or evaluated** by a medical professional are assumed to have COVID-19.

Staff with symptoms of COVID-19 may not return to work until:

- The same criteria listed above have been met, or
- The staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis.

Staff exposed to persons known to have COVID-19 may not return to work until:

- The end of the 5-day self-quarantine period from the last date of exposure.
- The employee must provide a medical professional's note clearing them to return to work.
- Return-to-work guidance cannot predict every unique situation.

Employee and students who are fully vaccinated do not have to quarantine unless they are showing signs and symptoms of COVID-19 if exposed.

Addendum

Form 1 - SEISD Employee Respiratory Screening Questionnaire

SEISD Employee Respiratory Screening	
1. Have you had any recent fevers of 100°F or greater?	Yes or No
2. Have you had any repeated shaking with chills?	
3. Have you had any cough (dry or productive)?	

4. Have you had a sore throat?	
5. Have you had any nasal congestion or runny nose?	
6. Have you had any persistent headaches?	
7. Have you had any shortness of breath?	
8. Have you had any body aches/ muscle or joint pain?	
9. Have you been experiencing extreme fatigue?	
10. Have you had any nausea/vomiting/ diarrhea?	
11. Have you had loss of your sense of smell or taste?	
12. Have you been in close contact with a person who is lab confirmed to have COVID 19?	

NOTE: If you answered yes to one or more of the above questions, please proceed with the following:

a) Contact your immediate supervisor/administrator and notify them of your symptoms
b) It is recommended for you to follow up with your Primary Care Provider for further evaluation or
c) El Paso City Health Department recommends calling (915) 212-0783/ 434-1092 or register online at EPStrong.org to schedule an appointment for COVID 19 testing.

Employee's Signature: _____ Department/Campus: _____ Date: _____

COVID-19 Decision Tree

Confirmed, Symptomatic, or Sick [1]

Isolate at Home

- Stay home and isolate for at least 5 days since date of test or if not test, since symptoms appeared
  AND
- Diarrhea free and fever free for at least 24 hours without fever reducing medication AND
- Improvement in symptoms
- If asymptomatic, isolate for 5 days from test date. Date of test is day zero.

Return to Work/ School

...when the above can be met AND

- The use of a well-fitting mask in all indoor settings is highly encouraged. MUST monitor for symptoms for 5 additional days. A clearance form must be filled out by student/employee.

Close Contact/Exposure [2]

If Unvaccinated OR Not up to date on COVID-19 Vaccinations (Includes Booster)

Quarantine, Mask, and Test

- Quarantine at home for at least 5 days, with date of exposure being day 0.
- Get tested 5 days after exposure, if possible
- If positive, follow criteria under "Confirmed or Sick"
- If negative, follow return to school guidance below
- If symptoms develop following negative test, isolate from others and test again for COVID-19
- If the close contact lives with someone who has COVID-19 and cannot avoid continued close contact, quarantine starts after the person who has COVID-19 meets the criteria to end home isolation

Return to Work/School

...when the above can be met AND

- The use of a well-fitting mask in all indoor settings is highly encouraged. MUST monitor for symptoms for 5 additional days. A clearance form must be filled out by student/employee.

If up to date on COVID-19 Vaccinations (Includes Booster) OR

Tested positive for COVID-19 in last 90 days

Mask and Test

Boosted or vaccinated individuals do not need to quarantine. They are:

- HIGHLY recommended to wear a well-fitting mask around others for 10 days and MUST
- monitor for symptoms
- Should get tested 5 days after exposure, if possible
- If positive, follow criteria under "Confirmed or Sick"
- If negative, continue wearing a well-fitting mask in all indoor settings is recommended and MUST monitor for symptoms for 5 additional days
- If symptoms develop following negative test, isolate from others and test again for COVID-19

Note: If 2 or more people are positive for COVID-19 at home, then quarantine for 5 days

1. If an individual has symptoms that could be COVID-19 and wants to return to school before completing the 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) obtain a negative molecular (PCR) or antigen test conducted by a healthcare provider. The district will utilize the "date of collection" of the COVID-19 test to determine the end of the isolation period.
2. Close contact is defined as:
   a. being directly exposed to infectious secretions (e.g., being coughed on); or
   b. being within 6 feet for a cumulative duration of 15 minutes over a 24-hour period;
3. Either (a) or (b) in footnote 2 above defines close contact if it occurred during the infectious period of the lab-confirmed case, defined as two days prior to symptom onset to 5 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 5 days following the confirming lab test.
4. Exception to (b): In the K-12 indoor classroom setting, the close contact definition excludes a student who is within 3 to 6 feet of an infected student if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

Note: Employees who request additional paid leave due to COVID-19 under the Board of Trustees Resolution - (in addition to having exhausted all types of leave), a positive PCR test result is also required to qualify .

Revised 1/17/22

Employee Support

All staff members are encouraged to communicate any concerns to their supervisor, who will be able to further direct them in the event added services, information, and/or considerations are needed. Below are some resources available for employees.

Resources

TRS-Active Care	(800) 222-9205	www.trsactivecareaetna.com
Teledoc	(855) 835-2362	https://member.teladoc.com/trsactivecare
Texas Department of State Health Services ■ *COVID-19 Self-Checker* ■ *COVID-19 Test Collection Sites*	Dial 2-1-1, then choose Option 6.	https://www.dshs.state.tx.us/coronavirus/testing.aspx coronavirus@dshs.texas.gov
Centers for Disease Control and Prevention ■ *"If You are Sick or Caring for Someone"*	(800) 322-4636	https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html

Centers for Disease Control and Prevention and the Texas Education Agency

https://www.cdc.gov/ https://tea.texas.gov/

CDC.GOV

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

The Center for Disease Control (CDC) recently updated its isolation and quarantine guidelines. The Texas Education Agency (TEA), and the Department of Public Health (DPH) have offered guidance as well.

Please be advised that San Elizario Independent School District will continue to follow the most up to date guidelines as they are made available by the local health authority. Therefore, any COVID-19 reports received on or after January 17, 2022 will follow the new guidelines.

- A full summary of the new CDC guidelines can be found HERE
- A full summary of the new DPH guidelines can be found HERE
- A full summary of the new TEA guidelines can be found HERE

Below is a summary of some frequently asked questions:

- When am I considered "up to date" with my vaccines? ANSWER CAN BE FOUND HERE
- Where can I test for COVID-19? CLICK HERE FOR A LIST OF LOCATIONS WITH OR WITHOUT AN APPOINMENT
- Where can I find information about the infusion treatment? CLICK HERE
- I took a home test and tested positive for COVID-19. Can this result be used?
  Answer: Yes, please send a picture of your results to regallegos@seisd.net and bcruz@seisd.net
  Note: you must also self-report to the department of health by using THIS LINK
- If I am positive, what date will be used to determine my return-to-work date? The date of the test collection will be used to determine the 5 days. Date of test will be "day zero".
- Where can I find information regarding mental health? CLICK HERE