



FABENS ISD

RE-ENTRY GUIDELINES

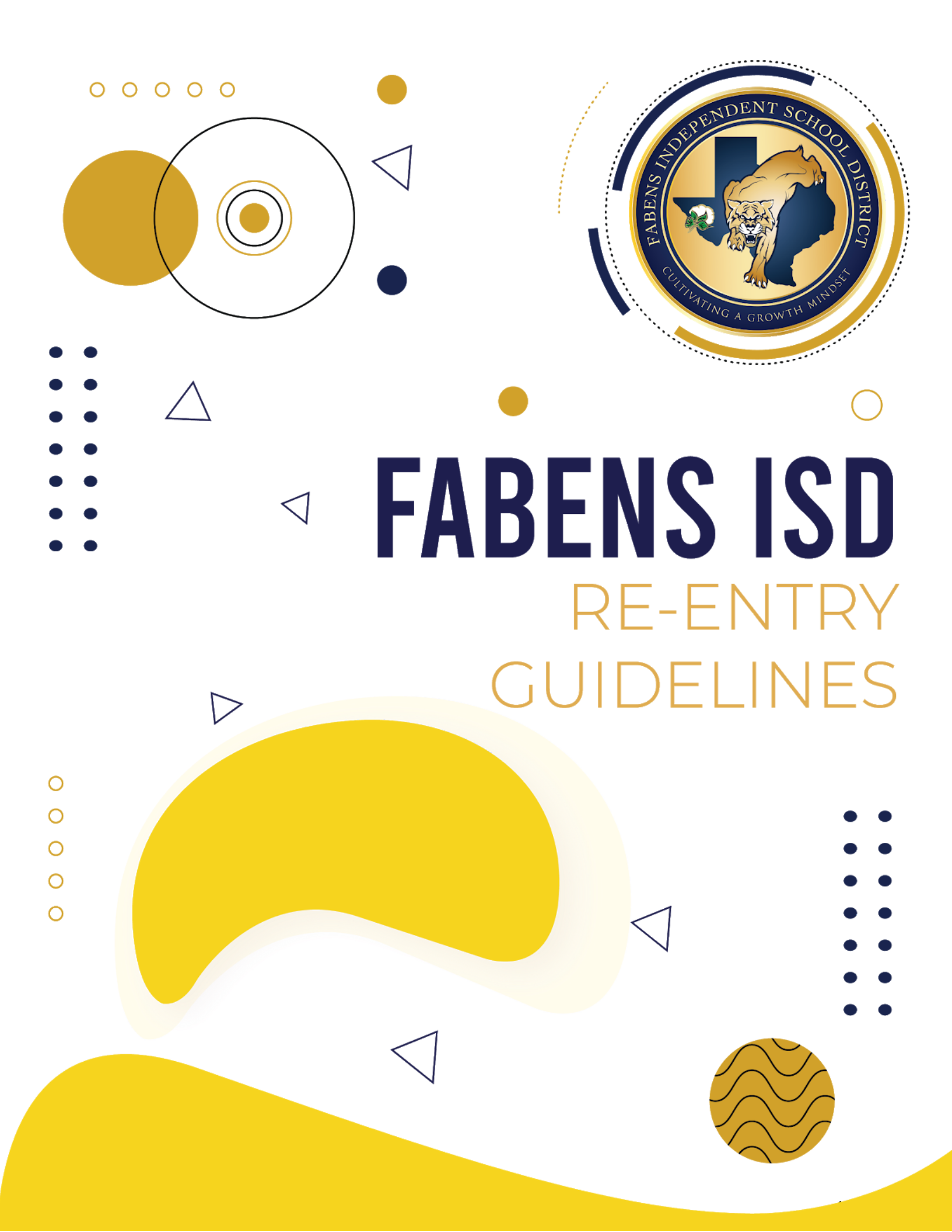




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Letter from the Superintendent

To curb the spread of the coronavirus and keep everyone safe in mid-March 2020, we were placed in a “stay home” type of work environment with little preparation time. Most employees were asked to work from home except for those staff members deemed as “essential workers”. Our teachers were charged with instructing our students from a distance, and they valiantly rose to the challenge using different platforms. Additionally, there were some District operations that continued without any interruptions such as payroll and the distribution of student meals. District staff has done an exemplary job in their area/department to keep Fabens ISD running smoothly.

Governor Abbott has been methodical about the reopening of the state in different phases. Now, some of our staff are being asked to return to work with specific guidelines by which we are to adhere. We still do not have a final plan for what the return to school will look like in the fall, however, guidance is expected to come from Mike Morath, Commissioner of Education, that will help us create a plan that will safeguard staff and students. Once those plans are finalized, they will be found in an appendix in this playbook.

This re-entry playbook is an effort to address questions regarding the return to work with guidelines to further safeguard employees’ health and safety. All employees are asked to read the playbook carefully and adhere to all recommendations. Every known tool is being employed to ensure safety, and the full cooperation of all employees is crucial for a successful return.

More than ever, the support of all staff returning to the workplace is critical to District operations in this challenging time. Every employee is precious and essential. By working together and following the recommended safety protocols, we will get through this crisis.

Thank you in advance for your commitment to the Fabens ISD; we value each of you.

Sincerely,

Veronica Vijil, Ed.D.

Superintendent of Schools



Introduction

The safety and well-being of all staff and visitors are a priority for Fabens ISD as the district begins to shift from working at home to working in the office. Various changes in the way the workplace looks, as well as new practices and protocols, have been implemented to follow recommended safety guidelines. The goal is to collaboratively ensure that all employees and visitors in district facilities feel safe and secure to effectively navigate the complexities of a “new normal.”

The measures being implemented include more frequent sanitizing of public and work areas, access to hand sanitizer throughout the buildings, and flexible work schedule to avoid large congregations of people, and others detailed in this playbook. The cooperation of all staff in maintaining a safe environment as the district and the community continue to fight the spread of COVID-19 is appreciated.

As always, Fabens ISD staff will continue to meet the challenges of the COVID-19 pandemic with creativity and perseverance, embodying the commitment of educating all students for success—no matter the circumstances. This playbook is the Fabens Independent School District’s guidance on re-entry into the workplace.

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 removing or preventing COVID-19 in the work environment. The District will update this guidance as additional information becomes available. This plan will be reviewed in accordance with CDC guidelines by the Re-entry committee for effectiveness and revised as needed to meet the needs of our stakeholders, students, and staff.

Phases and Timeline

Phase I: Current State

Maintain the current state of emergency leave and establish processes related to essential staff.

Phase II: June 08 - July 03

The district is open Monday - Friday. Essential staff will be on call and will report as directed by their supervisor.

Phase III: July 13 - July 31

Employees are expected to report physically to the worksite with additional safeguards.

Phase IV: August 3

All district functions return to normal operations with all employees back to their work locations, or it may be a mixture of Phase II and III measures. A final determination will be decided based on timely El Paso County COVID-19 case data.

The District encourages employees who normally take time off or utilize non-duty days during the summer to do so and return prepared for students.

General Guidelines

Building Hours

District buildings will be open from 6 a.m. to 5 p.m. Employees should arrive 5 minutes prior to their start time to allow time for the screening process. The building, offices, and workstations will undergo a once a month application of Prevent X to all high touch areas. Prevent X 24/7 is an antibacterial static that protects treated surfaces from any bacteria surfaces for up to 30- 90 days. In between these monthly applications, our intensive cleaning and disinfecting will continue at higher standards.

District Closure

The District will be closed from July 6 through July 10, 2020. An employee will not be permitted to work for pay while the District is closed unless the employee has received prior written approval from his or her department director/supervisor.

Check-In/Check Out

Begin with Phase III, employees will be required to certify their attendance. Exempt employees must communicate and check in daily with their supervisors. The frontline system or the absence from duty form will be used as applicable.

If an employee takes time off, the supervisor is responsible for ensuring the attendance form is submitted.

Health and Employee Safety

The Fabens Independent School District continues to monitor the progression of the coronavirus. Your health and safety remain our top priority. As a result, the District continues to implement 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

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs. The spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be the primary way the virus spreads.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.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 not the same as 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 ($\geq 100.4^{\circ}\text{F}$), 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. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include fever ($\geq 100.4^{\circ}\text{F}$), stomach pain along with diarrhea or vomiting, and, in some cases, a rash, bloodshot eyes, neck pain, swollen hands, and feet. There is more to learn about how the disease affects children.

Campus Administrators/Department Leaders

Campus Administrators/Department Leaders will be responsible for the following:

- Screenings (temperature checks and health questions before entering a work site)
- Face masks
- Social distancing
- Personal protection equipment for employees and guests
- Cleaning supplies
- Signage standards
- Entrances, exits, and unidirectional traffic flow for employees and guests
- Lobby and visitor processes
- Shared area protocols
- Other safety procedures and protocols

Campus Administrators/Department Leaders will collaborate to implement safety protocols and procedures within the department.

Department Leaders

Each department will have a department leader who will be responsible for implementing and monitoring the safety protocols and procedures within the department. Department leaders will judge the specific needs of their department by conducting daily evaluations of the department's functionality in the work areas, supporting individuals in finding the appropriate services, and effectively communicating directly to the staff.

Department leaders will collaborate with site facilitators in mapping unidirectional traffic in their workspaces, ensuring directional arrows and signage are installed, reconfiguring office space usage as needed to promote appropriate distancing/spacing, and implementing practices regarding the safe use of any special areas or equipment, such as copiers. Department leaders will ensure an enhanced cleaning regime is visible and will report any additional cleaning needs or supplies to the appropriate staff member.

Enhanced Cleaning

The Department of Maintenance and Operations has a high standard for cleanliness and safety and are committed to upholding those standards with our intensive cleaning process. Enhanced cleaning 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 chemical for disinfection, focus on proper dwell time (contact time) of 10 minutes for proper disinfection of chemicals 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

- Restrooms
- Offices
- Kitchen and/or break areas
- 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
- Personal microwaves, refrigerators, and appliances including coffee machine

Providing PPE for all Custodial Staff

- Masks
- Gloves
- Hand Sanitizer
- EPA Registered disinfectants

Shared Areas

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

- Social distancing is required in all areas at all times.
- The use of face masks is required.

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

Stop the Spread of Germs

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

Social Distancing

The District will implement social distancing protocols within buildings. Individuals should keep a six-foot minimum distance.

Face Masks

CDC guidance provides that people should wear face masks in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. Everyone (visitors, vendors, parents, employees, etc.) approved to enter a District facility are required to wear face masks in public areas and shared spaces.

Employees are required to wear their own personal face masks (over the nose and mouth) to work.

Personal Face Masks

Personal face masks must adhere to the following guidelines:

- Must cover the nose and mouth to maintain effectiveness.
- It must be secured to minimize the need to adjust frequently.
- Must be work-appropriate, non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in the District's dress code policy. (This includes, but is not limited to, vulgar slogans/designs/graphics, profanity, etc).
- Should not be loose material that could get caught in machinery or cause injury.
- Do not need to be medical grade.
- Must be worn prior to entering the building and in shared areas of the building at all times.
- Must be disposed of in waste containers.

How to Remove a Face Mask

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
- Follow the instructions below for the type of mask you are using.
 - Face Mask with Ear Loops: Hold both ear loops and gently lift and remove the mask.
 - Face Mask with Ties: Untie the bottom bow first, then untie the top bow and pull the mask away from you as the ties are loosened.
 - Face Mask with Bands: First, lift the bottom strap over your head, and then pull the top strap over your head.
 - Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

Employees in cubicles or open areas will be required to wear face masks.

Employees in individual offices are required to wear face masks when entering a shared area or hosting a guest. Guests should not be hosted in individual offices unless six-foot social distancing can be enforced.

As a reminder, face masks do not replace the need to maintain social distancing and frequent handwashing.

Gloves

Follow these tips:

- Clean your hands before putting the 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

No loitering or congregating will be allowed in any lobby areas. Barriers/safe zones will be established around the front desk/receiving areas. Spaces will be reconfigured to achieve social distancing. This will include the removal of seats and the closure of lounges within open areas, and the use of spacing tables at reception areas.

Central Office Administration Building

All visitors will be required to follow established safety protocols prior to visiting departmental lobby areas. Central Office will check the visitor in and ask if they have an appointment.

Appointment Scheduling

Fabens ISD staff are required to set appointments between the hours of 9:00 a.m. and 4:00 to avoid increased lobby and hallway traffic during employee entry and departure times.

Visitors with an Appointment

If a visitor has an appointment, the staff 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.

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, 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 shared workspaces: Conference rooms and shared workspaces will be CLOSED or may be repurposed following social distancing guidelines. Teams are encouraged to continue the use of electronic mediums to conduct group meetings.

For special circumstances the following guidelines should be enforced for in-person meetings:

- All persons in attendance should wear proper protective gear throughout the duration of the meeting.
- Seating, if used, should be situated so that persons are always at least six feet apart.
- Whiteboards ARE NOT to be used unless each individual person has a personal set of markers so that writing utensils are not shared among participants.
- 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, 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.

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 highly 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 intensive cleaning, which requires that workstations be clear.

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

Individual Offices

Employees in individual offices should not hold meetings or host guests unless the six-foot social distancing can be enforced.

Intake of Technology

Employees responsible for the intake of technology items should follow the guidelines outlined in Sanitizing Technology Devices (Please see page 19).

Screening Process

All staff and visitors will be screened prior to building entry to promote a healthy work environment and reduce the risk of transmission.

Employee Self-Screening

We encourage employees to self-screen before going 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:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverish feeling or a measured temperature equal to or greater than 100.4°F
- Known close contact with a person who is lab-confirmed to have COVID-19
- If running a fever of 100.4°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.

Temperature Checks

Individuals with temperature readings over 100.4°F will not be permitted to report to work and 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.

Employees will be asked the following health questions:

1. In the past two weeks, have you had close contact or lived with someone diagnosed with COVID-19?
If you have had close contact or live with a person known to have COVID-19, you will not be permitted to work until the end of the 14-day self-quarantine period from the last day of exposure.
2. In the past two days, have you felt feverish or had a fever?
3. In the past two days, have you had a cough?

If you have any symptoms of COVID-19 or are diagnosed with COVID-19, you will not be permitted to work until all three (3) of the following criteria are met:

- At least 3 days have passed since recovery (fever-free without the use of fever-reducing medications); and
- At least 3 days have passed since the improvement in symptoms (cough/shortness of breath, etc.); and
- At least 10 days have passed since symptoms first appeared. OR
- You have a medical professional's note clearing you to return to work.

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 three (3) criteria above are met or you have 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.

<p>Signs or symptoms may appear 2-14 days after exposure to the virus.</p> <p>People with the following symptoms may have COVID-19:</p>	<ul style="list-style-type: none"> ■ Cough ■ Shortness of breath/difficulty breathing ■ Chills/repeated shaking with chills ■ Muscle pain ■ Headache ■ Sore throat ■ Loss of taste or smell ■ Diarrhea ■ Fever $\geq 100.4^{\circ}\text{F}$ or feverish feeling ■ Known close contact with a person who has COVID-19
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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 Maintenance for Standard Operating Procedures of cleaning/disinfection of ill staff's desk/workstation. In most cases, the department/facility will not need to be shut down.
- Contact Health Services to assist with contact tracing to determine other staff that may have been exposed to the virus.
- Health Services will inform staff of possible exposure to the virus while maintaining 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 common sense and good judgment.

Staff with Confirmed COVID-19 may not return to work until

At least 3 days have passed since recovery, which is defined as:

No longer having a fever ($<100.4^{\circ}\text{F}$ or higher) without the use of fever-reducing medicine like Advil, Tylenol, or aspirin) and

Significant improvement of your other symptoms (cough, sore throat, headache, etc.) and At least 10 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.

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 14-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 anticipate every unique situation.

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 additional services, information, and/or considerations are needed.

Below are the resources available for employees.

Resources

TRS-ActiveCare	(800) 222-9205	www.tractivecareatna.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/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

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

Guidelines for Sanitizing Technology Devices

Safety Precautions to Best Protect Yourself and Others	<ul style="list-style-type: none">■ When cleaning technology devices, it is important to follow manufacturer guidance.■ Wear a face mask.■ Wear gloves when handling technology items.■ Wash hands frequently or uses hand sanitizer with at least 60% alcohol.■ Maintain at least six feet of distance when verifying the delivery or receipt of technology items.
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General Cleaning Tips	<ul style="list-style-type: none">■ Use a lint-free cloth, screen wipe, or microfiber cloth.■ Prior to sanitizing a laptop, close the laptop, remove the battery from the bottom and unplug all external power sources and cables.■ Open the laptop after disconnecting the battery. Avoid placing pressure on the screen; pushing on the screen or excessive wiping can damage the pixels of a flat-screen monitor.■ Remove dirt, dust, and crumbs from the keyboard, using a can of compressed air.■ Do not use bleach or other aerosol sprays.■ Do not submerge or spray cleaner directly on devices.
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Appendix

Campus Re-Entry Plans will be posted once they are finalized.