



**2020-2021 Reopening Plan
Response to Covid-19
July 17, 2020**

Introduction: *The safety of our students, staff, and community is of utmost importance for Heritage Academy, and it will continue to follow any recommendation provided by the Center for Disease Control and Prevention (CDC) and the Texas Education Agency (TEA) as we commence the 2020-2021 school year.*

Concept of Operations

Heritage Academy will continue to monitor the severity of the pandemic and acknowledges that this plan may be modified as public health changes. This plan is divided into two sections; Instructional Plan and Operations/Safety Plan.

Heritage Academy COVID-19 Reopening Schools *Instructional Plan* **Instructional Design Plan**

I. Purpose

Heritage Academy is committed to educational excellence through quality instruction. The guidelines serve as a means of communication for the district's instructional design plan for all stakeholders.

II. Instruction

*Instruction will commence on **Monday, August 17, 2020**. Due to the increase in COVID-19 cases, Heritage Academy will only offer School@Home learning from Monday, August 17 – Friday, September 11. Please note that School@Home learning may be extended, if needed, to protect the health of our staff, students, and our school community. When the decision is made to return to in-school instruction, we will provide traditional classroom instruction or School@Home learning based on parent choice. The district will provide the following instructional models to our parents:*

Instructional Model 1: Traditional Classroom Instruction.

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing our online curriculum.
- Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
- District-directed and campus-designed safety procedures will be implemented.

Instructional Model 2: School@Home “asynchronous” Instruction.

Heritage Academy School@Home is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize our instructional resources and meaningfully connect with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face. School@Home instruction does not require all participants to be virtually present at the same time.

- **Examples:** Self-paced online courses with intermittent teacher instruction, pre-assigned work with formative assessments on paper or in the Learning Management System (LMS), watching pre-recorded videos of instruction with guided support.
 - Teachers will teach School@Home students from their classrooms.
 - In this setting, teachers will also provide instruction, learning resources and support through the use of our online curriculum.
 - Parents will support students as a “learning coach” and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
 - We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student is academically and socially-

emotionally future ready.

- Grading will be consistent with the guidelines and practices used in all face-to-face instruction.

- **Schedule for School@Home**

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

- **School@Home Grading**

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. Courses that earn high school credit will count in GPA calculation and class rank as specified in Heritage Academy Board Policy.

- **Attendance for School@Home**

Students who login to the online curriculum each day and engage in teacher-assigned learning activities are considered “present” and **will not** be marked absent. Students who have not logged in by 3:00 pm each school day **will** be marked absent. This absence can be resolved if the student engages in daily learning assigned by their teachers via the online curriculum by 11:59 pm that same day.

Parents and students will receive absence notifications via “Remind” after 4:00pm each day and will be reminded of the opportunity to resolve that day’s absence if the student engages in learning before 11:59 pm of the same day via the online curriculum.

Any absences recorded but resolved by the student before 11:59 pm on the same day, will be reconciled based on login records of the online curriculum.

If a student is engaged in asynchronous learning and completes the entire week’s worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday **only** and counted “absent” for Tuesday-Friday.

It is important that students understand that School@Home attendance is based on daily engagement, not solely the completion of assignments. State law TEC §25.092 and Heritage Academy board policy still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

- **Intervention and Enrichment for Remote Learning**
Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction. Teachers will communicate with students their plan for the designated time.
- **Special Education Support**
ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending the School@Home remote program. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.

Instructional Model 3: If a campus is required to close due to COVID-19, the district will provide School@Home learning for all students.

Note: All students are expected to follow state and local testing requirements, whether participating in face-to-face or School@Home learning.

**Heritage Academy COVID-19 Reopening Schools
Operations/Safety Plan**

I. Purpose

*This plan provides guidance to fulfill the traditional functions of an in-person instructional program for **Heritage Academy**. This plan establishes safety procedures and protocols following the guidelines delineated by local, county, state, federal and Centers for Disease Control and Prevention (CDC) regulations.*

As of June 26, 2020, CDC & TEA have identified the following symptoms of COVID-19:	
▪ Fever or chills	▪ New loss of taste or smell
▪ Cough	▪ Sore throat
▪ Shortness of breath or difficulty breathing	▪ Congestion or runny nose
▪ Fatigue	▪ Nausea or vomiting
▪ Muscle or body aches	▪ Diarrhea
▪ Headache	▪ Repeated shaking with chills
▪ Known close contact with a person who is lab confirmed to have COVID-19	

II. Operations/Safety plan will address the following;

- **Students/Staff/Parents/Visitors**
- **Students**
- **Staff**
- **Facilities**
- **Transportation**
- **Child Nutrition Services**
- **Extracurricular activities**
- **COVID-19 Monitoring**
- **Training**
- **Policy and Procedures**

III. Students/Staff/Parents/Visitors

The following protocols or guidelines have been established to support the safety of all stakeholders:

- 1) All students, employees, and visitors are expected to adhere to CDC guidelines.
- 2) Social distancing practices, to include minimum “point of contact” for all individuals.
- 3) Wear nose/mouth coverings at all times on school grounds and facilities.
- 4) A protocol will be developed at each campus for daily screening of all students, employees, and visitors before they enter the premises.

- 5) Hand sanitizing and/or handwashing stations will be available throughout each site (entrance of the building and throughout hallways).
- 6) Students will be instructed in proper handwashing and hand sanitizing techniques. Frequent reminders to practice these techniques will be provided to students and employees. When developmentally appropriate modeling and supervision of these practices will be emphasized.
- 7) When possible, student groups will not be mixed; students would remain with the same group of students throughout the day and would stay in the same classroom.
- 8) Additional disinfecting measures will be embedded throughout the instructional day.
- 9) Group gatherings such as assemblies, field trips, etc., will not be held until further notice following CDC recommendations.
- 10) Each campus will establish a protocol for entry and exit procedures to reduce the number of students and parents congregating both inside and/or outside of the building.
- 11) Each campus will establish daily schedules and procedures to ensure that all CDC guidelines are followed minimizing traffic flow within the premises at all times(Breakfast, Lunch, etc.)

These guidelines remain under continuous review to ensure that we are meeting the needs of our students and employees.

IV. Students

Heritage Academy **COVID-19 Student Procedures and Protocols**

PURPOSE: The health and safety of our students, staff, and community is our highest priority and Heritage Academy is closely monitoring the spread of COVID-19. We are following the guidance provided by the Texas Department of State and Health Services (DSHS), the Center for Disease Control and Prevention (CDC), the local Health Department and the Texas Education Agency. All students are expected to adhere to the following guidelines.

Return to School:

Unless otherwise notified, all students will report to school in accordance to the Heritage Academy 2020- 2021 Calendar. (The calendar can be found on the District Website).

Before a Student Reports to School:

- 1) All students will be required to self-screen or have their parent/guardian screen them each day for signs or symptoms of COVID-19. Symptoms may include new or worsening cough, shortness of breath, sore throat, loss of taste or smell, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.

- 2) If students exhibit any of the above COVID-19 related symptoms or come into close contact with a person who is lab-confirmed to have COVID-19, students must notify their campus principal. Students will not be able to report to school or enter any district building or facility until cleared by the campus principal or designee.
- 3) If medically able to, students will be allowed to complete class assignments remotely from home.
- 4) Students will limit communication about health matters to their campus principal or designee. The campus principal or designee will take responsibility for notifying individuals who may have been exposed. This process will ensure that the students' personal and medical information is kept confidential.
- 5) Students will not be able to return to school or enter any district building or facility until cleared by the campus principal or designee.

While Students are in District Facilities or Property:

- 1) School personnel will screen students and check for symptoms of COVID-19. If students are not exhibiting any of the COVID-19 symptoms and have not come into close contact with a person who is lab-confirmed to have COVID-19, students will be allowed to be in school.
- 2) While at school, students will be required to follow these guidelines:
 - Students in grades three through twelve will wear masks or face coverings at school.
 - Students in pre-k through second grade will wear face coverings in hallways, common areas and during arrival and dismissal.
 - Students will not be required to wear face coverings while eating.
 - To the extent possible, students shall maintain social distancing of at least 6 feet from one another.
 - Students shall wash their hands and/or use alcohol-based hand sanitizer throughout their time in the building.
 - Students shall not shake hands, touch, or hug others.
 - Requests for accommodations should be submitted to the campus principal.
- 3) If students develop symptoms or become sick during the school day, students must immediately separate themselves from their peers, notify their teacher, teacher must send the students to the designated isolation room, school staff will notify parent to pick up student from school and contact their medical provider.
- 4) Students will not be able to return to school or enter any district building or facility until cleared by the campus principal or designee.

Close Contact:

Close contact is defined as:

- a) being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- b) being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

Heritage Academy
COVID-19 Student Procedures and Protocols (Exhibit)

- Step 1: Student is exhibiting symptoms, has come into close contact with a person who is lab- confirmed to have COVID-19 or is diagnosed with COVID-19 through the PCR COVID- 19 test.
- Step 2: **If the student is at home:** student must notify the campus principal or designee. The student will not be able to report to school or enter any district building or facility until cleared by the campus principal or designee.
- Step 3: **If the student is at school:** students must immediately separate themselves from their peers, notify their teacher, teacher must send the students to the designated isolation room, school staff will notify parent to pick up student from school and contact their medical provider.
- Step 4: **If student's health permits it and if assignments can be done remotely,** students will be allowed to complete class assignments remotely from home.
- Step 5: If the student is diagnosed with COVID-19 through PCR test:
- The student or parent/guardian will inform the campus principal.
 - The campus principal will initiate contact tracing protocols. They will contact any student and employee that came into close contact (within six feet for 15 minutes) with the student.
 - The custodial department will initiate disinfection protocols.
- Step 6: Once cleared by the campus principal or designee, the student returns to school and follows the COVID- 19 Student Procedures and Protocols.

***The above guidance and protocols are subject to change pending any other updates or directions from our local, state and national health leaders.**

V. Staff

Heritage Academy COVID-19 Employee Procedures and Protocols

PURPOSE: The health and safety of our students, staff, and community is our highest priority and Heritage Academy is closely monitoring the spread of COVID-19. We are following the guidance provided by the Texas Department of State and Health Services (DSHS), the Center for Disease Control and Prevention (CDC), the local County Health Department and the Texas Education Agency. All district employees are expected to adhere to the following guidelines.

Return to Work

Unless otherwise notified, all employees will return to work at the start of the school year (Working Days – Starting and Ending Dates can be found on the District Website).

Before an Employee Reports to Work:

1) All employees will be required to self-screen for signs or symptoms of COVID-19. Symptoms may include new or worsening cough, shortness of breath, sore throat, loss of taste or smell, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.

2) If an employee exhibits any of the above COVID-19 related symptoms or has come into close contact with a person who is lab-confirmed to have COVID-19, they must notify their immediate supervisor. Pursuant to Heritage Academy School Board Policy, the employee will not be able to report to work or enter any district building until cleared by a medical provider.

3) If able to, while the employees wait for results or are in self-quarantine, the employees will be allowed to work remotely from home. While doing so, the employees will follow these guidelines:

- Employees must check their work emails daily.
- During the workday, all communications through social media should remain professional in nature, be work related, and be in accordance with District guidelines, policies and procedures.
- When communicating with students, parents or colleagues, employees should adhere to the *Heritage Academy Policy: Electronic Communications between Employees, Students, and Parents*.
- Employees must preserve emails and texts sent to parents, students, and other staff members as required by the Public Information Act.
- Employees must adhere to all Federal, State, and Local policies and procedures.
- Employees will follow the *Heritage Academy Work from Home Protocols*.
- At any given time, an employee may be asked to complete tasks at the direction of their supervisor. If an employee is not accessible to work remotely, the employee will have to use their accrued leave and/or emergency leave. Absence reporting protocols must be followed and recorded.

4) If employees are not able to work remotely, employees will be eligible to take emergency paid sick leave (EPSL) or local leave during this time in accordance with District Policies and Federal Law. If employee requires extended leave for complications from COVID-19, the employee may be eligible for family and medical leave (FML). All FMLA protocols should be followed.

5) Employees will limit communications about health matters to their direct supervisor. The supervisor will take responsibility for notifying individuals who may have been exposed. This process will ensure that the employees' personal and medical information is kept confidential.

6) The employee will not be able to return to work or enter any district building until cleared by a medical provider (licensed medical professional that is practicing in the United States). The **Polymerase Chain Reaction (PCR)** diagnostic test will be the only test that our district will accept for the diagnosis of employees. The employee must submit a copy of their results to their supervisor.

While Employees are at Work in District Facilities or Property:

1) Employee self-screens and checks for symptoms. If employee is not exhibiting any of the COVID-19 symptoms and has not come into close contact with a person who is lab-confirmed to have COVID-19, employee begins work.

2) While at work, employees will be required to follow these guidelines:

- Employees shall wear masks or face coverings.
- To the extent possible, employees shall maintain social distancing of at least 6 feet from one another.
- Employees shall avoid in person gatherings (5 or more employees) that are longer than 15 minutes.
- Employees shall wash their hands or use alcohol-based hand sanitizer throughout their time in the building.
- Employees shall cover their mouth and nose when sneezing.
- Employees shall not shake hands, touch, or hug others.
- Employees shall continue to self-monitor their health.

3) If employees develop symptoms or become sick during the workday, the employees must **immediately** separate themselves from their colleagues, notify their immediate supervisor, leave their worksite and contact their medical provider.

4) Pursuant to Heritage Academy School Board Policy, the employee will not be able to report to work or enter any district building until cleared by a medical provider (licensed medical professional that is practicing in the United States).

Immunocompromised Employees:

Some workers may be at a higher risk for severe illness from COVID-19. These employees may include individuals over the age of 65 and those with documented underlying medical

conditions (CDC-People at higher risk). Employees are encouraged to self-identify to their Principal, Director, or Human Resources so the District can explore reasonable accommodations to minimize their risk of exposure to COVID-19.

Essential Employees:

To ensure continuity of operations of essential functions, essential employees may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

Close Contact:

Close contact is defined as:

- a) being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- b) being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

Heritage Academy
COVID-19 Employee Procedures and Protocols (Exhibit)

- Step 1: Employee is exhibiting symptoms, has come into close contact with a person who is lab- confirmed to have COVID-19 or is diagnosed with COVID-19 through the PCR COVID- 19 test.
- Step 2a: **If the employee is at home:** employee must notify their immediate supervisor. The employee will not be able to report to work or enter any district building until cleared by a medical provider.
- Step 2b: **If the employee is at work:** employee notifies their immediate supervisor. The employee must separate themselves from their colleagues, leave their work site and contact their medical provider. The employee will have one week to submit a copy of their PCR results to their supervisor. The ***Polymerase Chain Reaction (PCR)*** diagnostic test will be the only test that our district will accept for the diagnosis of employees.
- Step 3a: **If the employee’s health permits it and if the work can be done remotely,** the employee will not need to use accrued leave or Emergency Paid Sick Leave. The employee will follow the Work-from-Home Protocols.
- Step 3b: **If the employee is not able to work remotely,** the employee will submit a Leave Request Form to Human Resources and contact their supervisor to make arrangements for their absence(s).
- Step 4: If the employee is diagnosed with COVID-19 through PCR test:
- The employee will complete the COVID-19 Employee Report Form and submit it to their supervisor.
 - The supervisor will initiate contact tracing protocols. They will contact any employee that came into close contact (within six feet for 15 minutes) with the employee.
 - The custodial department will initiate workstation disinfection protocols.
- Step 5: Once employee receives a negative diagnosis on the PCR COVID-19 Test, the employee submits a copy of their results to their supervisor.
- Step 6: Once cleared, the employee returns to work and follows the Employee Safety Protocols.

The above procedures and protocols are subject to change pending any other updates or directions from our local, state and national health leaders. Failure to comply with these guidelines may or will lead to disciplinary action, up to including recommendation for the termination of employment.

VI. School Facilities

All Heritage Academy school facilities and buildings will be maintained to meet optimal cleaning and disinfecting standards. The District will continue to assess and make proper changes as needed to efficiently address any need or concern that may arise.

Over the summer,

- Schools will undergo a deep cleaning using approved products with residual technologies to ensure that surfaces stay clean and sanitized for longer periods.
- Schools will have hand sanitizer dispensers installed throughout the building.
- Schools will have posters indicating CDC recommendations.
- Schools will have 6 ft. markers in the sidewalks and hallways to support social distancing.

During the day,

- Custodians will wear face coverings such as face masks and/or face shields.
- Schools will have hand sanitizer dispensers, and soap dispensers regularly monitored to refill as needed.
- All high-touch areas will be disinfected continuously.

Throughout the school year,

- Schools will undergo several cleaning and sanitizing protocols on a daily, weekly, and monthly basis using approved anti-microbial products with residual technologies that are approved by the CDC to kill Coronavirus.
- Portable Electrostatic Disinfecting mist devices will be used.

School Classrooms

Over the summer,

- Classrooms will undergo a deep cleaning using approved anti-microbial products with residual technologies to ensure that surfaces stay clean and sanitized for longer periods.
- Classrooms will have hand sanitizer dispensers filled so that students can use as they enter and exit.
- Classrooms will have signage added that speak to the safety measures as recommended by CDC including:
 - Wash your hands often with soap and water for at least 20 seconds
 - If soap and water are not available, use an alcohol-based hand sanitizer to avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash
 - Clean and disinfect frequently touched objects and surfaces

- o Parents will receive communication regarding guidelines and informing them of the operational adjustments

In the classroom,

- Teachers will wear face coverings such as face masks and/or face shields.
- Students will be guided to practice social distancing, 6 ft. apart.
- Students will have hand sanitizer available as they enter and exit the classroom.

Throughout the school year,

- Classrooms will undergo several cleaning and sanitizing protocols on a daily, weekly, and monthly basis using approved anti-microbial products with residual technologies.

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. *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).*
2. *Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.*
3. *Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.*

VII. Transportation

All Heritage Academy School buses will be in operable condition and equipped with anti-microbial and anti-bacterial solution products that are CDC and EPA approved to ensure the safety of our students, and employees during transport. Heritage Academy will continue to asses and make efficient changes if needs arise. All Heritage Academy employees are expected to follow CDC guidelines while at work.

Over the summer,

- Buses will undergo a deep cleaning using approved anti-microbial products with residual technologies to ensure that surfaces stay clean and sanitized for longer periods.
- Each bus will house portable laser thermometer to monitor students and employees on the bus.
- Buses will have hand sanitizer dispensers installed so that students can use as they enter and exit.

- All buses will be equipped with visual social distancing chart and COVID-19 safety measures chart.
- Buses will have signage added that speak to the safety measures as recommended by the CDC including:
 - o Wash your hands often with soap and water for at least 20 seconds
 - o If soap and water are not available, use an alcohol-based hand sanitizer to avoid touching your eyes, nose, and mouth with unwashed hands
 - o Cover your cough or sneeze with a tissue, then throw the tissue in the trash
 - o Clean and disinfect frequently touched objects and surfaces

During the route,

- Bus drivers will wear face coverings such as face masks and/or face shields.
- To the extent possible, students will sit 6 ft. apart as recommended CDC guidelines.
- Students will have hand sanitizer available as they enter and exit the bus.
- Bus drivers will keep windows slightly open to ventilate air.

When bus arrives to school,

- Students will undergo the health screening before entering the building.
- Buses will be thoroughly cleaned and sanitized daily, between runs, and at the end of the day, using approved anti-microbial products with residual technologies.
- Buses will undergo daily, weekly, and monthly sanitizing protocols using approved anti-microbial products with residual technologies.

VIII. Child Nutrition Services

The Heritage Academy Child Nutrition Staff will continue to feed the Heritage Academy community following CDC, TDA, and USDA guidelines. Due to COVID-19, the Heritage Academy Child Nutrition Department has made the necessary changes to efficiently serve our community. These are examples of the operational adjustments in the area of School Meals.

School Meals

Current models being offered to school districts:

-In Cafeteria Model: Meals will be served in the cafeteria with additional safety and sanitation practices implemented. CNS and Custodial Department will coordinate on cleaning, disinfecting, and sanitizing before during and after meal distribution to students. (Additional lunch periods are expected)

- In Classroom Model: Meals will be served to students in classrooms at all campuses. Child Nutrition Staff and the Custodial Department will coordinate daily for cleaning, disinfecting, and sanitizing duties.

During the day,

- Food service staff will wear face coverings such as face masks and/or face shields.
- Food service staff will continue to wear gloves when serving meals.
- School meals will be served to students following Child Nutrition protocols and procedures.
- CDC recommendations will be adhered to during any meal distribution and consumption. Students may remove masks during consumption time. (See proper mask removal CDC recommendation)
- For safety of students and staff delivery of outside food will not be allowed until further notice.
- Meals with your child at school will be suspended until further notice.

IX. Extracurricular activities

Heritage Academy will continue to work with Texas Charter School Academic & Athletic League along with state officials and monitor CDC and other federal guidance to determine any potential modifications. Heritage Academy will follow all local and state requirements when considering any and all extracurricular activities.

X. COVID-19 Monitoring

Beginning the school day,

- A protocol will be developed at each campus for daily screening of all students, employees, and visitors before they enter the premises.
- Self-Check information will be made available for parents/employees on the district website.

During the school day,

- Students will not be able to congregate in communal spaces (cafeterias, playgrounds, libraries, etc.).
- Students will not be able to share materials, equipment, learning aids, etc. unless they have been thoroughly cleaned and sanitized and approved for use by staff.
- To the extent possible, transitions between rooms will be limited.

Trace Tracking System

- District will implement a robust COVID-19 trace tracking system for staff and students.
- District will implement a COVID-19 notification system to communicate with appropriate personnel of steps to take as necessary.

XI. Training

- Appropriate personnel will be trained on protocols and proper use of Personal Protective Equipment (PPE).
- All employees will be trained on basic identification of COVID-19 symptoms. (See COVID-19 Symptoms Checklist)
- Parents/guardians will be trained on student attendance protocols.
- Parents/guardians will be trained on grading policies.

XII. Policy and Procedures

- District's Policies will be updated to reflect updated CDC guidelines.
- Duties and responsibilities of some employees will be amended to ensure the safety of all stakeholders.
- The campus principal will be the first point of contact personnel at every campus to handle COVID-19 questions.

Parents/guardians will receive updated information outlined in the COVID-19 District Reopening Plan with included CDC guidelines and recommendations. The plan will be uploaded in the District's website.

Adjustments will be made to mitigate concerns related to COVID-19. These recommendations are compiled from the Texas Department of Health, Texas Education Agency (TEA), Center for Disease and Prevention (CDC), and the Texas School Safety Center.