



## COVID-19 Health & Safety Response Plan

The purpose of the Health & Safety Plan is to provide the families, students, staff, visitors and community at large detailed information on the steps Hooks ISD is taking to Prevent, Mitigate, and Respond to the COVID-19 Pandemic. It is of the utmost priority to ensure a safe environment to all those who enter our campuses and facilities. In addition, this plan will be posted on the district's website at [www.hooksisd.net](http://www.hooksisd.net) no later than one week before the start of school.

The prevention and mitigation practices outlined in this document are designed to significantly reduce the likelihood that a coronavirus outbreak occurs on campus. There will almost certainly be situations that necessitate temporary school closure due to positive COVID-19 cases in schools. Parents, educators, and school administrators should be prepared for this in the event that it occurs, while actively working to prevent it through prevention and mitigation practices.

### CONTACT INFORMATION

For questions about the Health & Safety Guidelines outlined in this plan, please contact: Danny Garrett, Director of Operations at (903) 547-2215, ext. 2027 or [garrettd@hooksisd.net](mailto:garrettd@hooksisd.net).

Hooks ISD employees, who have a Human Resources question related to the Health & Safety Guidelines outlines in this plan, please contact: Lisa Tullis, Human Resources Coordinator at (903) 547-6077, ext. 1022 or [tullisl@hooksisd.net](mailto:tullisl@hooksisd.net).

### PREVENTION

#### School Employees

- Teachers and staff are required to self-screen for COVID-19 symptoms before coming onto campus each day, including taking their temperature; and must report to the school system if they themselves have COVID-19 symptoms, are lab-confirmed with COVID-19 or if they have had close contact with an individual who is lab-confirmed with COVID-19. Symptoms are listed on page 8 of this document.
- This must be reported to: Lisa Tullis, Human Resources Coordinator at (903) 547-6077, ext. 1022 or [tullisl@hooksisd.net](mailto:tullisl@hooksisd.net).



- The district will have Personal Protective Equipment available for all staff including, reusable and disposable masks, face shields and disposable gloves. Staff are permitted to provide their own PPE if preferred.
- Teachers and staff will be trained specifically on the protocols outlined in this document.

### **Students**

- Students must be screened daily by parents before coming to school. Parents must not send a child to school on campus if the child has COVID-19 symptoms, is lab-confirmed with COVID-19 or is running a temperature of 100.0 degrees or higher. A list of symptoms is on page 8 of this document.
- Students who show COVID-19 symptoms while at school will be immediately separated until the student can be picked up by a parent or guardian. Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- Students in grades 4-12 will be required to wear a face mask or face shield. Designs and decorations must meet school dress code requirements in regards to being school appropriate. No lewd, offensive words or images, no alcohol or drug references or images will be allowed.
- Parents must report to the school system if their student has COVID-19 symptoms, are lab-confirmed with COVID-19 or if they have had close contact with an individual who is lab-confirmed with COVID-19.
- This must be reported to the following:
  - Hooks High School: Ellen Touchstone at (903) 547-2215, ext. 2023
  - Hooks Junior High School: Melinda Carlow at (903) 547-2568, ext. 3021
  - Hooks Elementary School: Anita Grayson at (903) 547-2291, ext. 4022
- Areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be cleaned and sanitized immediately.

### **Visitors**

- Visitors to any Hooks ISD campuses or facilities must be screened to determine if the visitors have COVID-19 symptoms, are lab-confirmed with COVID-19, or have had close contact with an individual who is lab-confirmed with COVID-19.
- The receptionist at each campus will be responsible for screening visitors using a form provided by the district. This form will not be retained by the district.



- Visitors will be restricted to only those essential to school operations.

### **Positive Cases**

- Individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine if the below conditions for campus re-entry have been met:
  - One day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); AND
  - Improvement in symptoms (e.g., cough, shortness of breath); AND
  - Ten days have passed since symptoms first appeared.
  - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above 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 an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

### **MITIGATION**

#### **Health & Hygiene Practices**

- Hand sanitizer will be available in every classroom, every entrance to school campuses and at all athletic complexes.
- Students, teachers, staff, and campus visitors will be required to sanitize and/or wash hands frequently.
- Students will be encouraged to wash hands at least two times each day, in addition to washing hands after using the restroom and before eating.
- Students, teachers, staff, and campus visitors will be encouraged to use good hygiene practices such as using a tissue to cover coughs and sneezes and using hand sanitizer.
- Campus janitorial staff will clean and disinfect at least twice daily including high contact surfaces such as exterior door handles and hand rails.
- Students will clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate, such as shared supplies.
- Tables/desks/door knobs and other high surface areas will be cleaned between transitions from one class to another.
- Whenever possible, windows will be opened to improve air flow.



- On the first day a student attends school on campus, Hooks ISD will provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.

### **Masks**

- Teachers, staff, visitors and students in grades 4-12 are required to wear face masks or face shields as long as the Governor’s executive order is in place. This includes all campuses and sports facilities.
- Face shields will be worn by teachers while providing instruction to students.
- It may be impractical for students to wear masks or face shields while participating in some extracurricular activities, however, students, teachers, staff, and visitors are required to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaged in those activities.
- Exceptions to the wearing of face coverings or face shields include:
  - Any person with a medical condition or disability that prevents wearing a face covering;
  - While a person is consuming food or drink;
  - When a congregating group of persons maintains at least six feet of social distancing.

### **Social Distancing**

- Where feasible without disrupting the educational experience, students will practice social distancing.
- In classroom spaces that allow it, student desks will be placed a minimum of six feet apart.
- Lockers will not be utilized on campuses.
- Masks/Face Shields are not required to be worn while eating daily meals, while playing outside, when participating in Physical Education/Athletics or at any time that social distancing is possible. Masks will have to be worn while transitioning from one place to another.

### **Non-Classroom Spaces**

- When possible, extracurricular and campus activities, will be offered at the discretion of the district and consistent with the guidance in this document.
- Students will walk down the hallways on the right side to avoid gathering in large groups.



- Campuses will organize arrival and dismissal so that large groups of students in one place at a time can be avoided.
  - Students at each campus will wear a mask until they can reach their assigned destination and social distancing can be achieved.
- Where possible, dividers will be added between bathroom sinks, especially when students cannot be at least six feet apart while using the sinks.
- School breakfast and lunch times will be coordinated so that the use of seats is spaced at least six feet apart. This will be accomplished by staggering lunch times, utilizing overflow areas, alternate types of seating, etc.
- Water bottle refill stations will be installed at each campus. Students will be provided one clear bottle by Hooks ISD. Students are permitted to provide their own bottle; however, it must be clear. Water bottles must be washed at home daily.

#### **UIL/EXTRA-CURRICULAR ACTIVITIES**

- Equipment that is stored in lockers that is utilized for athletic/band purposes will be cleaned daily by the students who utilize them. This will be monitored by sponsors.
- Items that are laundered daily must be handled by a staff member who has washed their hands for at least 20 seconds prior to folding or distributing to students. Clean linens should be stored in an area that has been disinfected.
- All surfaces in practice areas should be thoroughly disinfected throughout and at the end of each day.
- Any equipment should be regularly disinfected before, during, and after practice sessions.
- Food, water or other drinks provided to students are not to be shared.

#### **Teams & Participants**

- The host site should designate a cleaned and disinfected area for teams to unload and load buses separate from fans, spectators, and other individuals not essential to the team or group.
- Visiting team /group locker rooms should be cleaned and sanitized by the host site before the visiting team arrives. Visiting teams/groups are responsible for cleaning and disinfecting equipment once it is unloaded. Access to these facilities is limited to only students and staff essential for the game, contest, or event.
- Before each game, contest, or event, screening protocols will apply to all staff members, contractors, volunteers, sports officials, contest judges, and any individuals otherwise involved in working the event.





- Fan and spectator areas including bleachers, stands, walkways, and other spectator areas must be at least six feet from team /group areas such as team benches or performance areas.
- Other areas used by participants, such as press box areas, should be cleaned and disinfected prior to and after use. Access to these areas must limit or remove potential contact between participants and non-participants.
- The host site should provide sports and contest officials an area to enter and exit separate from fans when possible.
- Pregame or pre-event meetings between teams and/or sports and contest officials are to be planned to allow appropriate distancing between individuals.
- Pregame and post-game gestures of sportsmanship should be conducted between teams and sports and contest officials in ways planned to help reduce the risk of spread of COVID-19.
- All participants are to be provided with entry and exit plans for contest areas that maintain separation from non-participants and fans. Individuals not essential to the team or group should not be given access to contest areas, performance areas, courts, or fields at all before, during, or after contests and events.

### **Student Groups**

Student groups such as marching bands, cheerleaders, drill teams, and other groups approved by the school district may attend and perform at games or contests in which they are not competing. The number of participants is limited to those essential to the performance.

- Student groups will remain separate from the game or contest participants at all times.
- Groups are not permitted to mix with fans or non-group members throughout the game or contest.
- Fans and spectators should be located to provide at least 10 feet of distance from bands playing wind instruments from the stands.
- Distancing from game or contest participants at all times is required, including when on the sideline.

### **Spectators, Audiences, Fans and Media**

Spectators are allowed to attend games, contests, or events within a maximum 50% capacity limitation, provided that appropriate spacing between spectators is maintained according to the protocol, and according to the following:

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**Hooks Independent School District**

- Schools and/or host sites will post visible signs and/or messaging stating any individuals who are confirmed to have, suspected of having, are experiencing symptoms of, or have been in close contact with an individual who has been confirmed to have COVID-19 should not enter the facility.
- Visitors and spectators to all Hooks ISD sport facilities will be required to self-screen for COVID-19 symptoms before attending an event. Symptoms are listed on page 8 of this document.
- Procedures that reduce large group gatherings (of students and/or adults) in close proximity will be implemented at all sporting venues as outlined below.
- Sports facilities will be utilized at 50% capacity.
- Tickets will be pre-sold online only prior to arrival to reduce transmission of germs.
- Groups will maintain at least six feet of distance from other groups at all times, including the process of admission and seating. A group is defined as no more than 10 people including the members of the household and those persons who traveled together to the facility.
- Seating in consecutive rows will be restricted. Areas will be blocked off to maintain a minimum six feet of distance between groups.
- Pathways for spectator ingress and egress will be clearly marked and unobstructed.
- Hand sanitizing stations are available at entrances and inside the facility.
- Seating, hand rails, and other common surfaces will be cleaned and disinfected prior to each game or contest.
- Press Box seating will include social distancing of at least six feet between individuals when possible.
- Access to working media providing coverage of the event is limited to ensure protocols are followed.
- Post-game interviews will be conducted while wearing face coverings and maintaining at least six feet of distance between the interviewer and individual being interviewed.

### **Concession Stands and Food Service**

For games, contests, and events that will include concession stands or other food service, the following guidelines apply:

- Avoid leaving condiments, silverware, flatware, glassware, or other traditional table top items on unoccupied tables or at the counter. Sites should only provide condiments or flatware upon request, and in single use, individually wrapped items.
- Food service counters and areas will be regularly cleaned and disinfected.



- Contact between the individuals involved in food service and patrons will be limited as much as possible. Proper food-handling protocols will be followed.
- Before each game, screening protocols will be followed for staff, contractors, and volunteers who will be involved in food service prior to events.

### **Transportation**

- Staff and students of all ages are required to wear a mask while riding the bus and upon arrival at school until social distancing can be achieved.
- Students and staff are required to use hand sanitizer upon boarding the bus.
- When possible, windows will be open to allow outside air to circulate in the bus.
- Families are encouraged to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on buses.
- Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.
- Cleaning of buses will be conducted by district maintenance staff.

### **COVID-19 SYMPTOMS**

Any of the following symptoms indicate a possible COVID-19 infection:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

### **Close Contact**

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, 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; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.
- Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 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 10 days following the confirming lab test.

#### **Screening Questions**

- Individuals will be screened using a form developed by the district. A yes or no answer is all that is required to each question. Responses will not be retained by the district.

#### **RESPONSE**

- 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).
- The nurse at each campus will be responsible for notification requirements for all students on that campus.
- Areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) will be closed off until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, Hooks ISD 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.