



# Donna Independent School District



**Learn and Lead Safely**  
**2020-2021**

# Return to School Protocols

Following are the return to onsite work protocols for Donna ISD campuses and administration buildings. **Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community.** Please note, health guidance cannot anticipate every unique situation. As a result, Donna ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill. Because of the hidden nature of this threat, Donna ISD expects all employees, students and families to rigorously follow these practices.

## Preparation for the Opening of School

Donna ISD will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, Donna ISD will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies
- Providing communication of procedures and expectations upon entering facilities and throughout buildings

# Protocols for Screening and Isolation

## General

Screening is an activity that campuses conduct to identify and temporarily exclude from campus those who may have been exposed to COVID, in an effort to keep the virus out of campuses. All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home. Schools will clearly communicate screening requirements and protocols to families and staff.

## Screening Protocols

- **STAFF** will be required to complete a self-screening process (Dr. Owl) prior to entering a Donna ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines. Staff are expected to sign in any time they are accessing a district facility/building.
  
- **STUDENTS:**
  - A key safety measure being implemented is the self-screen process. Dr. Owl is an on-line tool and application that will allow students and/or parents to take a daily questionnaire prior to arriving at their campus. The questionnaire will ask if the student has felt any COVID-19 symptoms in the last 14 days or if the student has come into close contact with someone who has symptoms or has tested positive for COVID-19. Once the questionnaire is submitted, it will alert the school facility as to whether it is appropriate for the student to enter the school.
  - Those students who are cleared to enter the campus, will have their temperature verified at the designated entrance. If the temperature is within a normal range, the student will be allowed to proceed. Those students who have a temperature of 100.0 or above will not be allowed on-site until 24 hours after the temperature has returned to normal range. Any student who develops two or more low-risk symptoms or one high risk symptom of COVID-19 will also be required to seek evaluation by a medical provider. The table below outlines high and low risk symptoms of COVID-19.

HIGH RISK	LOW RISK	
Cough	Fever/Chills	Sore Throat
Shortness of breath/difficulty breathing	Headache	Runny Nose
New loss of taste or smell	Myalgias	Congestion
	Nausea, Vomiting, Diarrhea	

- o Whether the student has two or more low-risk symptoms or one high risk symptom, the student will be encouraged to seek medical advice. If the student tests positive, they will be required to present signed medical clearance to both the Donna ISD Health Services and the Assistant Superintendent of Leadership at the end of the 10-day isolation period. They will also need to have been afebrile (without fever) for 72 hours and with symptoms improving prior to returning to work. If the student tests negative, the student will be allowed to return on-site after 24 hours of being afebrile with symptoms improving along with medical clearance. More information is provided in the COVID-19 Student Leave section.
- **STAFF AND STUDENTS** should not enter campuses or district buildings if any of the following apply. The individual is:
  - o Sick or has been sick in the past 14 days. Symptoms to watch for are fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
  - o Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
  - o Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
  - o Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations.](#)
- Teachers will monitor students and refer them to the nurse if symptoms are present.

## Isolation Protocols

- For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the classroom can be disinfected.
- 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).
- 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.
- District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.

## Protocols for Personal Protective Equipment

Schools are required to comply with the governor's executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours. This requirement is subject to change.

- All students and staff must wear a face covering which includes a mask and face shield (Masks include non-medical grade disposable face masks, cloth face coverings over the nose and mouth), full-face shields to protect eyes, nose, and mouth. A mask and a face shield will be provided to each student enrolled at Donna ISD. Health exceptions will be made with proper documentation and approval from campus administration. Exceptions include: 1) Anyone who has trouble breathing and 2) Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- CDC recognizes that wearing masks may not be possible in every situation or for some people. In some situations, wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one.
- For outdoor activities (such as recess or P.E.), masks will not be required but physical distancing will be encouraged. Students may remove masks while in the Cafeteria when eating or drinking.
- Staff and students will appropriately wear face coverings at all times.
- ALL students will be REQUIRED to wear a face mask and face shield as they enter the campus and throughout the day.
- ALL students will be REQUIRED to wear a face mask and face shield while riding a bus.
- At the beginning of each grading period, schools will be required to show an instructional video regarding safety measures to all students in the face to face classroom.
- Students will not be required to wear face coverings while eating but will be distanced 6 feet apart.
- Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- Additional protective equipment will be provided to school nurses for use in the clinic.

# Protocols for Campus Visitors

Screening is an activity that campuses conduct to identify and temporarily exclude from campus those who may have been exposed to COVID, in an effort to keep the virus out of campuses. Campus staff will utilize virtual meeting options to limit campus visitors or by appointment only.

## Visitor Screening/PPE Requirements

- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- All individuals entering the building will be required to wear face coverings.
- Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.
- Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc.
- All visitors will be subject to screening by way of a symptom screening form before entering any Donna ISD facility.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- Visitors will stand behind the shield guard installed at reception desks.
- Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.
- Parent curbside pick up of students and materials.
- Limit of central staff going to campuses; not going to multiple campuses.
- Approved partnerships that provide direct student contact may NOT visit more than one campus per day.

# Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

## Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of Donna ISD-provided hand sanitizer
  - Elementary & Secondary
    - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
    - Habitual and thorough hand washing after any type of break, before eating and following restroom breaks.
  - Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms, and at the entrances.
    - [How to Safely Wear and Take off a Cloth Face Covering](#)
    - [Stop the Spread of Germs](#)
    - [How to Protect Yourself and Others](#)
    - [How to Wash Your Hands](#)
    - [How to Hand Rub with Hand Sanitizer](#)

## Disinfecting Expectations

- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

# Protocols for Campus Cleaning and Disinfecting

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

## Daily Campus Cleaning

- Campuses will be cleaned throughout the instructional day.
- All high-touch areas will be disinfected throughout the day.
- Custodial staffing will be realigned to allow for ongoing cleaning of high-touch surfaces during the instructional day.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- If the cafeteria is utilized for lunch it will be disinfected between lunch periods.
- Each classroom and common area will be supplied with sanitation supplies to maximize cleanliness from space to space.
- Staff will have access to supplies to clean/disinfect working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.
- Cleaning products will be properly stored when not in use.
- Deep cleaning with an EPA registered product will occur each day after school hours.
- Each classroom and restroom will be cleaned and disinfected at the end of each day.

## HVAC

- Filter Techs will be expected to replace filters on a timely basis as recommended by the manufacturer.

## Restrooms

- Increased disinfecting will occur throughout the school day.

## Protocols for Common Areas and Meetings

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

- All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Classes/grade levels will sign up to reserve common areas.
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- There will be procedures for students to sanitize their spaces before and after usage.
- Number of students in a common area will be based upon social distancing practices.
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- The use of virtual meetings/videoconferencing is preferred when possible, including PTA meetings, ARDs, LPAC, booster club meetings and events.
- When necessary, administration must create a plan for PTA/booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- If meetings must be held in person, all social distancing protocols will be implemented:
  - Facial coverings
  - Six-feet social distancing when possible
  - Limiting the sharing of materials/supplies

# Protocols for Positive COVID-19 Cases on Campus

There will be a form for documenting those who test positive for COVID-19. The form will be available for self-report, report by a supervisor, or reporting by a school nurse.

Once a student is tested for COVID-19 and receives test results, it is important that privacy procedures and guidelines are followed. Regardless of whether the result is positive or negative, the student will not return to school to share the results, but will do so electronically to the campus Principal and/or Nurse.

A COVID-19 Reporting Form will immediately be filled out by the campus nursing staff and highlighted in yellow to indicate “student.” When the reporting form is initially filled out, it is unlikely that enough time will have lapsed for all aspects of the form to have been addressed. Nevertheless, as much of the form should be completed and sent via electronic mail to the Donna ISD Health Services Director Rosa María Campos ([rmcampos@donnaisd.net](mailto:rmcampos@donnaisd.net)) and the Assistant Superintendent of Leadership, Dr. Debra Aceves, ([debra.aceves@donnaisd.net](mailto:debra.aceves@donnaisd.net)) . Phone numbers for each of these administrators is as follows:

- Health Services (956) 464-1600 ext. 1431 or 1436
- Assistant Superintendent of Leadership (956) 464-1600 ext. 1040 or 1069

If the student tests positive for COVID-19, the Health Services Department will maintain communication with the campus or departmental administrator who supervises the student. The Human Resources Department will update other district-level administrators regarding the COVID-19 infection so that other district students avoid that area and deep cleaning of the impacted facility is done no less than 24 hours after the location has been vacated. The administrator who oversees the student will be charged with ensuring that any area where the student may have been 2 days prior to the onset of the illness be vacated and deeply cleaned. The administrator also will be charged with contacting the student and engaging in contact tracing to identify any other district stakeholders who may have had close contact with the student.

## When notified of a confirmed COVID-19 student or staff case

### Notify the following:

- Health Services at (956) 464-1600 ext. 1436
- Campus Administrator
- Campus Nurse

### Health Services will inform the following:

- Hidalgo County Health Department  
Health Services will notify Hidalgo County Health Department and provide necessary information to begin contact tracing. Hidalgo County will provide guidance regarding communication to contacts and recommended school closing based on current CDC, Federal, State, and County guidelines.
- Donna ISD Human Resources Department  
Health Services will collaborate with the Human Resources Department, which will inform District Leaders, regarding recommendations provided by Hidalgo County as to convey pertinent information to students, families and the general public, in addition to determining necessary means to clean and disinfect based on current guidelines and risk of exposure.

- ❑ **Upon notification, the campus principal will review the form to determine exposure.**
  - ❑ Once individuals are identified, the campus principal will provide the district approved memo to all identified individuals in contact with the identified positive case.
  - ❑ The campus nurse will follow up with the individual (positive) and provide information regarding return to school or work environment.
  - ❑ The person who is identified as positive has a right to privacy under HIPPA and the name of the individual can NOT be released.
  - ❑ Health Services will provide additional information as needed.

❑ **Clearance to Return**

Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members. Students and staff who have tested positive for COVID-19 will be permitted to return to school when:

- ❑ They are three days (72 hours) fever-free without using fever-reducing medication;
- ❑ Improved symptoms (cough, difficulty breathing, etc.);
- ❑ 10 days have passed since symptoms began;
- ❑ Medical release has been obtained to return to work.

As of August 3, 2020, the CDC explains that close contact is defined as:

- The affected student was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more starting with 2 days prior to the onset of the illness.
- The affected student had direct physical contact with the person
- The affected student shared eating or drinking utensils with the person.
- The positive individual sneezed, coughed, or somehow got respiratory droplets on the affected student.

Those stakeholders determined to have had close contact with the student who tested positive will be made aware that they may have been exposed to COVID-19. Human Resources will provide guidance to administrators as to what information can be disclosed to those who had close contact. They will be encouraged to seek medical attention no sooner than five days after the exposure in an effort to avoid a false negative reading. If the impacted stakeholder has not developed symptoms within 14 days from the close contact with the student, they will be allowed to return to campus. If the stakeholder develops symptoms and they are an employee or student, they will be required to be tested. Any siblings or household members of the affected student will also be required to self-quarantine and not be allowed on campus.

A student who tested positive for COVID-19 will not be allowed to return to campus until the following safety measures have been met:

- They have been 72 hours afebrile without taking fever reducing medications.
- The symptoms of illness have decreased (cough, difficulty breathing, headaches, and or muscle pains).
- 10 days have passed since symptoms began.
- Medical clearance from the student's medical provider is submitted and approved by the campus Principal and nurse.