

# Newman International Academy COVID-19 Public Health Plan

*Last updated August 6, 2020*

Newman will follow TEA recommendations regarding COVID-19 protocol. Please see the following Newman implementation procedures:

## **Screening and Required Supervisor Notification**

**Faculty and staff** are required daily to take their own temperature and then complete an online google form responding to COVID-19 screening questions before coming on campus. Responses will be sent to their supervisor (Principal, IT Director, Food Service Director, Maintenance Director, or District Executive Assistant). Any “yes” will not be allowed on campus until the conditions in Scenarios A, B, or C below are met.

**Parents** must ensure that they do not send a child to school on campus if the child has COVID-19 symptoms or a positive COVID-19 test. If a child does test positive or has been in close contact with someone that tests positive, parents must notify the school.

**Verbal Screening at Drop-Off Line/Door Entrance:** During the first day of drop-off each week, parents will be required to answer screening questions at drop-off line/door entrance regarding whether students have had COVID-19 symptoms. If the answer is “yes,” the staff person will notify the principal, and that student will not be allowed on campus until the conditions in Scenarios A, B, or C below are met.

**Visitors** will check in at the front office and verbally respond to screening questions. If the answer is “yes,” the visitor will not be allowed on campus until the conditions in Scenarios A, B, or C below are met.

For symptomatic or lab-confirmed COVID-19 cases, students/faculty/staff/parents/visitors can be on campus when the conditions listed below as Scenarios A, B, or C below are met:

### ***Scenario A:***

1. Fever-free for 24 hours AND
2. Improved symptoms AND
3. 10 days have passed since the onset of symptoms

### ***OR Scenario B:***

1. Negative lab results for COVID-19 at an approved testing location: <https://tdem.texas.gov/covid-19/> (Please note that Newman is not responsible for payment for COVID-19 testing. Some insurances offer testing, and some community organizations may offer free or reduced-price testing).

### ***Or Scenario C:***

1. A doctor’s note with an alternate diagnosis for symptoms

## **Notifications and Quarantine Procedures**

When notified of student/faculty/staff/visitor COVID-19 symptoms, principals will only keep the data until the individual has met the criteria to be on campus again, and then the data will be destroyed.

When notified of lab-confirmed student/faculty/staff/visitor COVID-19 cases, the Principal will notify the district and the local health department. IT, Food Service, and Maintenance Directors will notify the district only, and the District Executive Assistant will notify the local health department. Per TEA guidelines, parents/faculty/staff will also be notified of lab-confirmed COVID-19 cases.

The local health department is to complete an investigation and perform contact tracing to notify each individual who needs to stay home. This includes individuals who have been A) coughed on or B) within 6 feet of the infected person for over 15 minutes. Please note that the local health department will make these determinations, not Newman.

***Staying at Home versus Self Isolation:*** If a person has been in close contact with an infected individual or if the local health department requires it, that person will stay at home for 14 days, even if there are no COVID-19 symptoms.

If a person is showing symptoms, he or she should stay isolated from others (such as in a separate bedroom and using a separate bathroom at home) as much as possible to limit the spread of infection.

During the time of quarantine, students should continue completing assignments to ensure education continuity and class credit.

### **Mitigation**

Screening questions will be posted on our website, at all campus entries and exits, as well as at the carpool line and the front desk.

Social distancing will be required in all areas and enforced as much as possible. Social distancing signs will be posted throughout the campuses and district office. Markers will be placed strategically throughout the campuses for seating, standing, and walking.

Lunches will be served in both classrooms and/or cafeterias to accommodate social distancing.

Masks will be enforced per the governor's directives (masks for ages 10+ unless qualify for an exemption). Students are encouraged to bring their masks from home to ensure parent preference. Masks will be made available for those who do not have one. Face shields are optional.

Hygiene training will be provided for students the first day of school. Students, faculty, and staff are encouraged to wash hands regularly and use hand sanitizer in between hand washings.

Hand sanitizer and sanitizer wipes will be placed at each campus main entrance, classrooms, designated eating areas, and other places for easy access.

Facilities will be disinfected daily according to CDC guidelines.

Any areas on campus where a person has been who is lab-confirmed with COVID-19 will be closed off until they have been disinfected. Since disinfection of all hard surfaces will be completed daily, Newman does not expect to close areas of the campus for extended times for quarantining purposes due to cleaning practices.

Athletics will follow TCAF and UIL guidelines. At this time, masks are required for students, coaches, parents, and spectators. Masks may be removed during active exercise when social distancing is maintained.

Per Student Handbook guidelines, parents must pick up sick students when notified to prevent the spread of infection.

### **Human Resources Policies**

1) If an employee states he/she is at risk of COVID-19 OR a household member is at risk of COVID-19 and therefore must work remotely, the employee must provide HR with a doctor's note verifying the risk. This note will be filed according to HIPAA regulations.

2) If an employee

- a. contracts COVID-19 during the 2020-2021 school year, OR
- b. is subject to a federal, state, or local quarantine order OR
- c. is caring for someone in the home who has tested positive for COVID-19 or showing symptoms and waiting for testing

then, per federal regulations, the employee will be offered COVID-19 EFMLEA/ EPSLA benefits up to 80 hours for full time employment and for part time employment the number of hours they would normally work on average over a two week period. Depending on the situation, some pay will be at full pay, some will be at 2/3 pay, and there is a 2-week waiting period for some pay. Please see the Department of Labor chart for more details:

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

3) In the absence of the circumstances noted above, administrators reserve the right to determine which employees will work remotely depending on the needs of the campus.

4) Administrators also reserve the right to change the authorization for employees to work remotely (and for teachers to switch between online instruction and in-person instruction) in order to meet the needs of the campus and the students.

### **Faculty/Staff/ Parent/ Student/ Visitor Screening Questions:**

**Have you experienced any of the following symptoms in a way that is not normal for you that may indicate a possible COVID-19 infection?**

- Temperature of greater than 100 degrees Fahrenheit;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

Please answer YES or NO.

**2. Have you had close contact with any individual who is lab-confirmed with COVID-19 in the last 14 days?**

*Close contact is defined as:*

- Being directly exposed to infectious secretions (e.g., being coughed on); or
- Being within 6 feet for a cumulative duration of 15 minutes;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Please answer YES or NO.

If you answer YES, you are NOT allowed on campus, and the principal/supervisor must be notified.

Information collected in these screens will not be retained if the screening is passed. If there are COVID-19 symptoms, the school will retain that information until the criteria for return are met.