

(Updated) Sept. 1, 2020

# Current Guidance re: COVID-19 Protocols

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For IST Students & Teachers  
2020-21 School Year



# Student Guidance re: COVID-19 Protocols



# Daily Health Screenings

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- 🍏 Daily Health Screening Process:
  - Parent should fill out daily health screening questionnaire (e.g., does the student have a temperature of 100.0 degrees Fahrenheit or higher; does the student have any COVID-like symptoms in a way that is not normal for him/her; has the student had close contact with a test confirmed case of COVID-19 within the past 14 days)
  - Note: daily health screening questionnaire is required to be handed to IST drop-off greeter and Student's temperature confirming with a contactless thermometer before student is cleared to enter campus.
- 🍏 If Student answers 'yes' to any of the questions on the Daily Health Screening form:
  - Student must stay home, and parents should contact [IST](#) and [Nurse Charlotte](#)
  - Family should seek medical advice with from their medical provider
  - If feeling well enough, student may participate in remote learning
- 🍏 If Student answers 'yes' to having a fever or COVID-like symptoms in a way that is not normal for him/her, please follow the "return to school" criteria on [page 4](#).
- 🍏 If Student answers 'yes' to having been in CLOSE CONTACT with a test-confirmed case of COVID-19 within the past 14 days, please follow the protocol on [page 6](#).

# If Student feels ill during the school day

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- 🍏 If Student feels ill during the school day (with COVID-like symptoms in a way that is not normal for him/her):
  - Student will be isolated in wellness room but will be looked after by school personnel
  - Student will be sent home and directed to seek medical attention/evaluation from their family medical provider
  - Student may return to school upon meeting any one of the following three conditions:
    1. 10 days post onset of symptoms, improvement in symptoms, AND 24 hours fever-free (without medication); or
    2. Obtaining clearance from their medical provider; or
    3. Obtaining an acute infection test that comes back negative for COVID-19 AND 24 hours fever-free (without medication). NOTE: do **not** return to school while awaiting test results.

# If Student is test-confirmed with COVID-19

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## IST response

- Travis County Health Department will be contacted
- Areas heavily used by the student will be closed off until disinfected
- Contact trace will be performed
- School notification protocol will be initiated, and ‘close contacts’ of Student will be asked to quarantine for 14 days (see pages [15](#) - [16](#) for details)



## Family response

- Family should notify [IST](#) and [Nurse Charlotte](#)
- Student must remain home
- If feeling well enough, Student may participate in remote learning



## Returning to school

- If symptomatic, Student may return to school when all three of the following criteria are met:
  - i. At least ten days have passed since symptoms first appeared;
  - ii. the individual has improvement in other symptoms (e.g., cough, shortness of breath);
  - iii. at least 24 hours have passed since resolution of fever without the use of fever-reducing medication.
- If asymptomatic, Student may return to school no sooner than 10 days after the positive test (i.e., Student may return on day 11).

# If Student is in Close Contact with a Test-Confirmed Individual

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- 🍏 If Student is in “close contact”\* with an individual who is test-confirmed to have COVID-19:
  - Family should notify [IST](#) and [Nurse Charlotte](#)
  - Student must quarantine at home for 14-days
  - Student may participate in remote learning
  - If Student becomes symptomatic, please follow the “return to school” criteria on [page 4](#). If Student tests positive for COVID-19, please follow the protocol on [page 5](#).
- 🍏 If another member of Student’s household is required to be quarantined due to ‘close contact’ with an individual who is test-confirmed to have COVID-19:
  - **Student does not need to quarantine and may continue to come to school.**
  - Student is a ‘close contact of a close contact’ and therefore not in close contact with the test-confirmed individual himself / herself.
  - Household member that is a close contact should take steps to try to isolate from other household members.

\* See definition of CLOSE CONTACT on [page 15](#)

# Student Protocol Guidance Notes

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- 🍏 If an individual in a class is test-confirmed to have COVID-19, it is the close contacts of the test-confirmed individual that will be asked to quarantine for 14 days, not the entire class.
- 🍏 In some circumstances, e.g., where contact tracing to determine close contacts is impossible or unfeasible, an entire class could be asked to quarantine for 14 days. One example may be with our very youngest grades, where the determination of close contacts can be difficult.
- 🍏 If a threshold amount of students in a class are quarantining at any given time, the teacher may temporarily switch to more of a distance learning model. Note that we have purposefully avoided setting specific threshold values, as we feel that it is dependent on the makeup of the class and the students' learning preferences. However, we anticipate that the threshold would at least be 50% or more. If a class does switch to a distance learning model, non-quarantining students would still be welcome to learn on campus.
- 🍏 If in doubt or if you have medical questions, please contact your family's medical professional. If you have questions about IST's policies and procedures, please contact [Nurse Charlotte](#).
- 🍏 Take care of yourself and your families – your wellness is a top priority!

# Staff Guidance re: COVID-19 Protocols





# Daily Health Screenings

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## Daily Health Screening

- Take your temperature every morning before coming to work. If 100.0 degrees Fahrenheit or higher, please stay home.
- If you are experiencing any of the COVID-like symptoms in a way that is not normal for you, please stay home.
- If you have been in “close contact” (per the TEA definition) of a test-confirmed case of COVID 19 within the past 14 days, please stay home.



## If staff member fails Daily Health Screening:

- Staff member stays home and contacts [IST](#) and [Nurse Charlotte](#)
- If feeling well, Staff Member may teach virtually from home if circumstances permit
- Staff Member should seek medical advice from their health care provider
- May return to school upon occurrence of any one of the following conditions:
  1. 10 days post onset of symptoms, improvement in symptoms AND 24 hours fever-free (without medication); or
  2. Obtaining medical clearance; or
  3. Obtaining an acute infection test that comes back negative for COVID-19 and 24 hours fever-free (without medication). NOTE: do not return to school while awaiting test results.

# If Staff Member feels ill during the school day

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- 🍏 If a staff member feels ill during the day:
  - Staff member is isolated in wellness room
  - Staff member, if stable, is sent home and is directed to seek medical attention/evaluation
  - Staff member may return to school upon meeting any one of the following conditions:
    1. 10 days post onset of symptoms, improvement in symptoms, AND 24 hours fever-free (without medication); or
    2. Obtaining medical clearance; or
    3. Obtaining an acute infection test that comes back negative for COVID-19 and 24 hours fever-free (without medication). NOTE: do not return to school while awaiting test results.

# If Staff Member is test-confirmed with COVID-19

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## IST response

- Travis County Health Department will be contacted
- Areas heavily used by the staff member will be closed off until disinfected
- Contact trace will be performed
- School notification protocol will be initiated, and ‘close contacts’ of Staff member will be asked to quarantine for 14 days

## Staff member response

- Staff member should notify [IST](#) and [Nurse Charlotte](#)
- Must remain home
- Staff member may teach virtually from home if circumstances permit

## Returning to school

- If symptomatic, staff member may return to school when all three of the following criteria are met:
  - i. At least ten days have passed since symptoms first appeared;
  - ii. the individual has improvement in other symptoms (e.g., cough, shortness of breath);
  - iii. at least 24 hours have passed since resolution of fever without the use of fever-reducing medication.
- If asymptomatic, staff member may return to school no sooner than 10 days after the positive test.

# If Staff Member is in Close Contact\* with a Test-Confirmed Individual

- 🍏 If a staff member is in “close contact” with an individual who is test-confirmed to have COVID-19:
  - Staff member should notify [IST](#) and [Nurse Charlotte](#)
  - Staff member must quarantine at home for 14-days
  - Staff member may teach virtually from home if circumstances permit
  - Staff member may return to school upon any one of the following:
    1. 10 days post onset of symptoms; improvement in symptoms; 24 hours fever-free (without medication);
    2. Obtaining medical clearance; or
    3. Obtaining an acute infection test that comes back negative for COVID-19 and 24 hours fever-free (without medication). NOTE: do not return to school while awaiting test results.
  
- 🍏 If another member of Staff member’s household is required to be quarantined due to ‘close contact’ with an individual who is test-confirmed to have COVID-19:
  - Staff member is a ‘close contact of a close contact’ and therefore not in close contact with the test-confirmed individual directly.
  - Staff member may continue to come to work.
  - Staff member should consider taking steps to isolate household member that has had ‘close contact’ with a test-confirmed individual per CDC recommendations.

\* See definition of CLOSE CONTACT on [page 15](#)

# Staff COVID-19 Protocol Guidance Notes

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- 🍏 If in doubt, contact your medical professional
- 🍏 COVID-related absences will not count as excess absences per the employee handbook. We really mean it – stay home if you're ill!
- 🍏 Take care of yourself – your wellness is a top priority

# General Notes re: COVID-19 Protocols



# Close Contacts

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- 🍏 “Close contact” is defined\* as as 15 minutes of uninterrupted or sustained contact with an individual who is test-confirmed to have COVID-19 during the infectious period of the case.
- 🍏 The infectious period is defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infection period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.
- 🍏 Additional factors such as use of masking, ventilation, presence of dividers, and case symptomology may affect the determination.
- 🍏 If we have any test-confirmed cases of COVID-19 on campus, we will be working closely with the Travis County Health Department to identify Close Contacts.

\* source: <https://tea.texas.gov/sites/default/files/covid/SY-20-21-Public-Health-Guidance.pdf>

# COVID-19 Communications

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- 🍏 We value open and candid communication.
- 🍏 We will notify all families and staff members within the school to let them know if there has been an individual that has tested positive for COVID-19.
- 🍏 All of our communications will be in accordance with state and federal privacy laws, which may change from time to time.
- 🍏 We will NOT clearly identify the student or staff member. However, we will describe the circumstances – e.g., that there has been a case and that that student or staff member will be quarantined for a minimum of 10 days and that he/she must meet the re-entry criteria before returning.
- 🍏 Close contacts of the case will be notified and asked to quarantine for 14 days.



# Resources

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- 🍏 **Charlotte de la Peña, BSN, RN**  
Wellness Coordinator & School Nurse  
phone: (512)351-3404  
email: [c.delapena@istexas.org](mailto:c.delapena@istexas.org)
- 🍏 To notify IST about absences, email: [frontdesk@istexas.org](mailto:frontdesk@istexas.org) or call (512)351-3404.
- 🍏 IST Together Reopening Plan ([download](#))



**I S T** together

Together, we can do this!