



**SAFE RETURN TO IN-PERSON INSTRUCTION PLAN**  
**2021 - 2022**

KERRIE PATTERSON-BROWN  
CEO  
APPROVED: JULY 2021

## **Contents:**

Introduction	page 2
<b>General Guidelines for Students</b>	<b>page 3 – 12</b>
Health and Student Safety	page 4
Transmission of COVID-19	page 4
Symptoms of COVID-19	page 4
Social Distancing	page 5
Before Arriving at School	page 6
Transportation	page 6
Parent Transportation	page 6
Café Operations	page 6
Classroom Considerations	page 6
Accommodations for Students with Disabilities	page 6
Common Areas	page 6
Cleaning and Disinfecting	page 6
Isolation Facility/Health Considerations	page 6-7
Dismissal	page 7
Extra-Curricular Activities	page 7
Individuals Confirmed or Suspected with COVID-19	page 7-8
Close Contact	page 8
Required Actions of Lab Confirmed Cases	page 8-9
COVID-19 Symptoms	page 9
Performance Areas, Locker Rooms, and Other Congregate Settings	page 9-10
Practice and Rehearsal Activities	page 10
Game, Contest, and Event Management	page 10
Teams and Participants	page 10-11
Student Groups not directly involved in the game or contest	page 11
Spectators, Audiences, Fans, and Media	page 11-12
Concession Stands and Food Service	page 12
Coordination with State and Local Health Officials	page 12
<b>General Guidelines for Staff</b>	<b>page 13 – 20</b>
Start of School	page 13
Building Hours	page 13
Absences	page 13
Health and Employee Safety	page 13-14
Persons at Risk	page 14
Site Facilitators	page 14
Enhanced Cleaning	page 15
Shared Areas	page 15-16
Social Distancing	page 16
Face Masks	page 16
Restrooms	page 16
Employee Self Screening	page 16
Staff Who Become Ill During the Work Day	page 17
COVID-19 Contact Tracing Procedures	page 17
Confidentiality of Health-Related Information	page 17
Lab-Confirmed Covid-19 Case Process	page 17-18
Close Contact Defined	page 18-19
Required Action if Lab Confirmed Case	page 19
Return to Work Requirements	page 19
Staff with symptoms of COVID-19 may not return to work until	page 19
COVID-19 Points of Contact	page 20

## Introduction

The safety and well-being of all students, staff, and visitors are a priority for Legacy the School of Sport Sciences (Legacy) as the campus welcomes all students and personnel back to our campus for the 2021-2022 school year. Legacy will not offer remote instruction for the 2021-2022 school year, so all students will be required to attend school on campus. Legacy will continue practices, protocols, and safety guidelines recommended by the CDC, the Texas Education Agency, and Legacy local policies. The goal is to collaboratively ensure that all students, employees, and visitors on our facility remain safe and secure to the greatest extent possible.

Many of the safety measures that Legacy implemented during the 2020-2021 school year will continue with guidance from the CDC. The measures we will continue to practice include having access to hand sanitizer stations throughout our facilities and social distancing when appropriate. The wearing of masks will be optional for both students and staff members.

As always, Legacy staff will continue to meet the challenges of COVID-19 with creativity and perseverance, embodying the commitment of educating all students for success. This Plan Legacy the School of Sport Sciences guidance on the safe return to in-person instruction.

Guidance concerning the coronavirus (COVID-19) will be updated every six months as mandated by the Texas Education Agency. The information in these guidelines outlines the current best practices provided by federal, state, and local health officials for mitigating COVID-19 infections in the learning/work environment.

This Plan addresses both staff and student responsibilities as it relates to COVID-19 precautions and responsibilities. The information will be repetitive as some of the same procedures will apply.

Legacy the School of Sport Sciences will continue to take appropriate actions to ensure continuity of services to students. These actions will focus on addressing students' academic, social, emotional, and mental health needs. Proposed plans to provide a continuity of services are as follows:

- To provide instructional materials/resources, activities and outreach to meet the needs of students
- To provide social and emotional wellness support to students and professional development to staff
- To provide technology updates and improve infrastructure and connectivity
- To provide tutoring and in-school enrichment programs to accelerate learning
- To provide staff development to accelerate learning
- To provide extended school hours to accelerate learning
- Additional instructional support staff
- Additional certified teachers

# General Guidelines for Students

## Health and Student Safety

Legacy the School of Sport Sciences will continue to monitor the COVID-19 landscape. Your health and safety remain our top priority. As a result, the campus will maintain safety measures that have proved successful in protecting our students and staff. Because COVID-19 has not been totally eradicated, it is important to remember how the virus is transmitted.

## Transmission of COVID-19

The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or can possibly be inhaled in the lungs. The spread of the virus is more likely when people are in close contact for an extended period.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth or nose, but this is not thought to be unlikely.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html).

## Symptoms of Covid-19

COVID-19 is not the same as the coronaviruses that can cause mild illnesses like the common cold. Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever ( $\geq 100.4^{\circ}\text{F}$ ), muscle pain, sore throat, and, in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

While most cases have been among adults, symptoms of COVID-19 in children are like symptoms in adults. Symptoms of COVID-19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a Health Advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include fever ( $\geq 100.4^{\circ}\text{F}$ ), stomach pain along with diarrhea or vomiting, and, in some cases, a rash, bloodshot eyes, neck pain, and swollen hands, and feet. There is more to learn about how this syndrome affects children.

If someone in quarantine in a household does not have symptoms, other household members do not have to quarantine or isolate.

If someone in isolation has symptoms that could be from COVID or had a positive test result, the family should quarantine for 14 days after their last close contact with that person.













## Social Distancing

Legacy will implement social distancing protocols as appropriate when inside buildings and when transitioning to and from class, during class, and while on the transportation vehicles. Whenever possible, students should keep a safe (at least three feet) distance from each other if it is known that another individual has not been vaccinated.

Face Masks CDC guidance has recommended that schools continue to use and layer prevention strategies. Five key prevention strategies include:

- Universal and correct use of masks
- Physical distancing
- Handwashing and respiratory etiquette
- Cleaning and maintain facilities
- Contact tracing in combination with isolation and quarantine

The Governor of Texas has declared that public school districts and open-enrollment charter schools may not require students, school staff, or visitors to the school to wear a mask. Therefore, the wearing of masks will be optional for everyone unless a new Public Health Order changes the current order. If wearing a face mask, face masks must be appropriate for school and must be non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in Legacy's policy.

Recommended	Not Recommended
 Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)	 Masks that do not fit properly (large gaps, too loose or too tight)
 Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)	 Masks made from materials that are hard to breathe through (such as plastic or leather)
 Masks made with breathable fabric (such as cotton)	 Masks made from fabric that is loosely woven or knitted, such as fabrics that let light pass through
 Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)	 Masks with one layer
 Masks with two or three layers	 Masks with exhalation valves or vents
 Masks with inner filter pockets	 Wearing a scarf/ski mask

## Before Arriving at School

Parents are asked to perform a preliminary COVID-19 and general health screenings of their child(ren) before they depart for school or child/youth care providers.

## Transportation

Students will be seated families from the same household. Transportation vehicles will be cleaned and disinfected on a daily basis after each trip.

## Parent Transportation

Parents who bring their children to school are asked to remain in their vehicle while dropping off students.

## Cafe Operations

Students will be instructed to wash or use hand sanitizer before entering the cafeteria for breakfast and lunch. Cafeteria lines will allow for social distancing. Visitors (including parents) will not be allowed in the cafeteria during mealtimes.

## Classroom Considerations

Teachers will work to ensure that students keep an appropriate social distance (based on the latest public health guidance). Teachers will monitor the use of shared resources to minimize cross-contamination and promote the use of technology resources to supplement and/or replace interactive activities where reasonable/feasible.

## Accommodations for Students with Disabilities

Any students who have disabilities will receive the needed accommodations to ensure their safety while they are on campus or attending any campus-related events.

## Common Areas

Legacy will post signs and floor markings in common areas to promote social distancing. Students should wash and/or use hand sanitizer when entering/exiting common areas.

## Cleaning and Disinfecting

Legacy contracted janitorial company staff will routinely clean and disinfect surfaces that are frequently touched by multiple people, such as light switches, countertops, walls, handles, etc. Staff members will also disinfect surfaces throughout the day as appropriate.

## Isolation Facility/Health Considerations

Legacy will implement isolation strategies to separate students that have nonCOVID-19 illnesses from potential COVID-19 symptoms or illness. Legacy will utilize the Nurse's room (secondary

room) in the main building as a temporary isolation facility. We will utilize the existing nurse's clinic for routine first aid and medication distribution.

### Dismissal

Campus staff will implement social distancing to the greatest extent possible while students depart from school and while students wait for parental pick up.

### Extra-Curricular Activities

1. If an individual who has been in areas where extra-curricular activities are being conducted is test 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. Upon receipt of information that any teacher, staff member, student, or visitor in an area where extra-curricular activities have been conducted is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services via an online form. The report must be submitted each Monday for the prior seven days (Monday-Sunday).

Health and Hygiene Practices: school systems cannot require students or staff to wear a mask. School systems must allow individuals to wear a mask if they choose to do so. Additionally, as a reference for practices recommended by the CDC using the following link <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

### Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- ❖ In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - at least ten days have passed since symptoms first appeared.
- ❖ In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

- ❖ In addition to the criteria and processes described above, a student who has been diagnosed with COVID-19 must receive clearance from a physician prior to returning to participation in extra-curricular activities.

### Identifying Possible COVID-19 Cases on Campus

- Legacy will separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Legacy contracted janitorial company staff will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they meet the clinical definition of a fever.

### Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, 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.

### Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School or in an Area Where Extra-Curricular Activities Are being Conducted:

1. If an individual who has been in areas on campus is lab-confirmed to have COVID19, the school must notify its local health department and TEA.
2. The school 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 7 days have already passed since that person was on campus.
3. If a student or staff member is confirmed to have COVID-19, our Nurse and campus administration will conduct contact tracing. Only those students and staff who have had “close contact” with the student or staff will be required to quarantine. Parents of all students who attend the campus will be notified that a staff member or student has had a positive result. For confidentiality reasons, no other information will be provided.



4. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the school 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 in any extra-curricular activities. If the person who is lab-confirmed to have COVID-19 participated in a contest against another school(s), the school must notify other school(s) and sports/contest officials involved in the contest.

### COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- 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

### Performance Areas, Locker Rooms and Other Congregate Settings

1. Legacy will make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available in these areas.

2. Any equipment that will be kept in student lockers and/or in these areas will be thoroughly cleaned and disinfected each day prior to students accessing these areas. We have developed a plan for managing the storage, cleaning and disinfecting, and redistribution of student equipment.

3. Legacy will identify staff to monitor locker rooms and other areas where students may congregate to ensure effective use of school protocols. When possible, we will open windows and/or doors or otherwise work to improve air flow by allowing outside air to circulate in these areas.

4. It will be optional for students/staff to wear face coverings while inside locker rooms, meeting rooms, training rooms, and other areas where students may congregate.

5. As part of our overall plan, we have a plan for mitigating risk of spreading COVID-19 when disinfecting, cleaning, and laundering items such as towels, practice clothes, and uniforms. This plan includes protocols for redistributing these items to students. Staff have been trained specifically on these protocols.

### Practice and Rehearsal Activities

In addition to the above general guidelines the following applies to practice activities:

1. All surfaces in practice areas will be thoroughly disinfected throughout and at the end of each day.
2. Any equipment will be regularly disinfected before, during, and after practice sessions.
3. If provided, food, water or other drinks will be provided in a manner that ensures students are not sharing these items.

### Game, Contest, and Event Management

In addition to the above guidelines the following applies to games, scrimmages, and events:

#### Teams and Participants

1. Legacy will follow TEA guidance related to transporting students.
2. Legacy will designate a cleaned and disinfected area for teams to unload and load buses/transportation vehicles separate from fans, spectators, and other individuals not essential to the team or group.
3. Visiting team /group locker rooms will be cleaned and sanitized before the visiting team arrives. Visiting teams/groups are responsible for cleaning and disinfecting equipment once it is unloaded. Legacy will limit access to these facilities to only students and staff essential for the game, contest, or event.
4. Individuals should self-screen as described in these screening protocols.
5. Fan and spectator areas including bleachers, chairs, walkways, and other spectator areas will be at least three feet from team /group areas such as team benches or performance areas. Where distancing is not feasible, other methods will be utilized to slow the spread of COVID-19, such as face coverings, implementing engineered controls such as physical barriers, or other risk mitigation efforts the school deems appropriate.
6. As previously indicated, water or other drinks and/or food may be provided. We will make a reasonable effort to ensure students are not sharing these items.
7. Other areas used by participants should be cleaned and disinfected prior to and after use. We have developed plans for providing access to these areas that limit or remove potential contact between participants and non-participants.
8. Legacy will provide sports and contest officials an area to enter and exit separate from fans when possible. Officials will be provided a dressing and meeting area, if applicable, that has been cleaned and disinfected prior to their arrival.

9. Pregame or pre-event meetings between teams and/or sports and contest officials will be planned to allow appropriate distancing between individuals.

10. Pregame and post-game gestures of sportsmanship will be conducted between teams and sports and contest officials in ways planned to help reduce the risk of spread of COVID-19.

11. All participants will 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 will not be given access to contest areas, performance areas, courts, or fields at all before, during, or after contests and events.

### **Student Groups not directly involved in the game or contest**

Student groups such as Spirit teams, dance teams, and other groups approved by the school may attend and perform at games or contests in which they are not competing. The school should consider limiting the number of participants to those essential to the performance.

1. These student groups will remain separate from the game or contest participants at all times. These student groups will avoid mixing with fans or non-group members throughout the game or contest.

2. Legacy will consider limiting the number of students and staff given access to the playing areas and ensure protocols for entering and exiting the playing areas are in place.

3. Students will maintain appropriate distancing from game or contest participants at all times, including when on the sideline.

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

Legacy will allow spectators to attend games, contests, or events provided that appropriate spacing between spectators is maintained according to the protocol, and according to the following:

1. Legacy 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.

2. Legacy will utilize remote ticketing options to help manage capacity.

3. Groups should maintain at least three 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.

4. Legacy will not allow seating in consecutive rows and will block off seating to maintain a minimum six feet of distance between groups.

5. Pathways for spectator ingress and egress will be clearly marked and unobstructed.

6. Legacy will provide hand sanitizing stations and/or handwashing stations at entrances and inside the facility.

7. Seating, handrails, and other common surfaces will be cleaned and disinfected prior to each game or contest.

## Concession Stands and Food Service

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

1. Avoid leaving condiments, silverware, flatware, glassware, or other traditional tabletop items on unoccupied tables or at the counter. Sites should only provide condiments or flatware upon request, and in single use, individually wrapped items.
2. Regularly clean and disinfect the foodservice counters and areas. Clean and disinfect dining areas (tables, etc.) after each patron departs.
3. Limit contact between the individuals involved in foodservice and patrons as much as possible. Have employees, contractors, and volunteers follow proper food handling protocols.
4. Before each game, the school will follow the screening protocols described above to screen staff, contractors, and volunteers who will be involved in food service prior to events. These individuals should also self-screen as described in these screening protocols.

## Coordination with State and Local Health Officials

Legacy will remain in communication with local health and state officials concerning and changes or safety updates pertaining to COVID-19. These changes will be updated (when appropriate) and included in the six-month update to Legacy stakeholders.

COVID-19 Points of Contact:

CAO/Principal

Ralph Butler

726-666-3272

[ralphbutler@legacymhs.org](mailto:ralphbutler@legacymhs.org)

Nurse

Francine Johnson

713-400-7848

[francine.johnson@legacysss.org](mailto:francine.johnson@legacysss.org)

Registrar/Testing Coordinator/Dual Credit Coordinator

Helen Wiltz

726-666-3272

[Helen.wiltz@legacysss.org](mailto:Helen.wiltz@legacysss.org)

## General Guidelines for Staff

### Start of School

Legacy will begin school on Wednesday, August 11, 2021. All registered students must attend in person.

### Building Hours

Campus buildings will be open from 7:30 a.m. to 6 p.m. and only available to custodial staff for deep cleaning during the hours the buildings are closed to staff. The building, offices, and workstations will undergo intensive cleaning, which requires that staff and visitors be clear of the building no later than 6 p.m. No exceptions will be granted.

### Absences

COVID-19 Related Absences should be reported to your supervisor as soon as symptoms or exposure occurs. Your supervisor will provide guidance for reporting symptoms/exposure. An employee's accrued local leave may be used during the absence. The campus will follow board policy for COVID-19 related absences. If an employee tests positive or has symptoms that require the employee to be out longer than the allotted hours, the employee will need to apply for Family Medical Leave and use accrued local leave.

### Health and Employee Safety

Legacy the School of Sport Sciences continues to monitor the progression of the coronavirus. Your health and safety remain our top priority. As a result, the campus continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep employees safe. Health and Safety Protocols include the following:

1. All employees shall self-report a diagnosis or exposure to COVID-19 prior to reporting to work.
2. Employees and students may choose to wear a mask. Masks will be available upon request.
3. All employees will be required to follow CDC recommendations for proper hygiene.
4. The campus may provide work area Plexiglass shields, signage, or other barriers to promote social distancing.
5. The campus may provide other appropriate protective gear such as gloves should the need be determined by an employee's job responsibilities. The higher an employee's risk, the greater amount of protection that may be required.
6. The campus will provide disinfectant supplies for employee use in their work area
7. The campus will develop an outbreak-response plan to identify, track and notify employees who are exposed to COVID-19.
8. The attached flow charts outline quarantine requirements, return to work eligibility, leave availability, and other benefits that may be available to an employee.

9. The campus will require any employee who is diagnosed with COVID-19 to use available leave, as appropriate, during the illness and not return to work until the employee submits a return-to-work medical release from the treating physician.

10. The campus will not allow any employee with known close contact to a person who is lab-confirmed to have COVID-19 to enter a building until the end of the 14-day self-quarantine period from the last date of exposure.

11. If you are unable to return to work for any reason as directed, you should contact the Business Office to discuss potential leave that may be available to you. You should notify your immediate supervisor at your earliest convenience.

12. For your safety at work, all visitors will be subject to the same self-reporting and health screening process before entry into the campus facilities.

Do's	Don'ts
Self-assess to COVID daily	Report to work with COVID symptoms
Socially distance from others & wear a mask at all times	Congregate in common areas without practicing social distancing
Stay in your assigned area as much as possible	Make personal decisions that may increase your exposure to COVID-19
Use phone or video communication when possible	

### Persons at Higher Risk

Based on what we know, persons at high risk for severe illness from COVID-19 include people 65 years and older, people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes, people on dialysis, people with liver disease, and people with compromised immune systems.

### Site Facilitators

The CAO/Principal and Department Heads will be responsible for compliance with the following:

- Screening
- Social distancing
- Personal Protection Equipment for Students/Employees/Guests
- Cleaning Supplies (individual use)
- Signage standards
- Entrances, exits, and unidirectional traffic flow for students, staff, and guests
- Visitor processes
- Other safety procedures and protocols, as deemed necessary

## Enhanced Cleaning

Operation Management has a high standard for cleanliness and safety and are committed to upholding those standards with our intensive cleaning process. Enhanced cleaning protocols have been put in place as a result of COVID-19 and are based on current local health and government guidelines.

We will focus on the following high touch services to ensure that the proper disinfection takes place:

- Doorknobs/Handles
- Countertops
- Handrails
- Light switches
- Restroom fixtures
- Desks
- Keyboards and mouse
- Phones

## Areas of Enhanced Focus

- Restrooms
- Offices
- Kitchen/break areas
- Vending machines
- Copiers/printers
- Front desk and lobby areas
- Equipment

## Personal Area Cleaning

- Desks
- Computer
- keyboards/mouse
- Phone
- Remote control
- Chair arms
- File cabinet drawer handles
- Personal microwaves,
- refrigerators, and appliances including coffee machines

We will provide Personal Protective Equipment (PPE) for all Legacy employees, such as:

- Masks
- Gloves
- Hand Sanitizer

## Shared Areas

All staff, students, and visitors will be required to follow established safety protocols.

- Social distancing is recommended when appropriate.

- Optional use of face masks where other social distancing measures are not possible.

Face masks will be available prior to entering the building if the employee, student, or visitor does not have one. Hand sanitizer, portable hand sanitizer dispensers, spray cleaners, and disinfectant wipes will be available in shared areas.

Doors in shared areas may need to remain open to avoid multiple persons touching the handles.

### Social Distancing

The campus will implement social distancing protocols within buildings when appropriate and based on student numbers. Individuals should keep a three-foot minimum distance when able.

### Face Masks

CDC guidance provides that people should wear face masks in public settings if they have not been fully vaccinated to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain.

Both student and employee face masks must be appropriate for school and must be non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors. Logos, graphics, and designs must be professionally appropriate as outlined in Legacy's policy.

### Restrooms

Restrooms will be stocked with soap and paper towels. Hand soap will be available in all restrooms. Posters on how to wash hands properly will be posted in all restrooms. Restrooms will be cleaned regularly throughout the day and at night.

### Employee-Self-Screening

All employees will be required to self-screen before going to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of Breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverish feeling or a measure temperature **equal to or greater than 100.4°F**

Known close contact with a person who is lab-confirmed to have COVID-19.

If running a fever of 100.0° or higher, or feeling ill, please stay at home. Notify your immediate supervisor if you exhibit symptoms of COVID-19 or are diagnosed with COVID-19. Make sure you contact your health provider, if needed.



## Staff Who Become Ill During the Workday

Due to the contagious nature of the virus, all staff should stay informed, practice healthy habits, and avoid sharing equipment, when possible, to prevent the spread of COVID-19. If staff develop symptoms of COVID-19 during the workday or are lab-confirmed to have COVID-19, the following steps will be taken to reduce transmission:

- Separate symptomatic staff from others and send them home.
- The School Nurse (COVID-19 Coordinator) may also send employees home who have been in close contact with the symptomatic employee.
- The Campus Administration/Supervisor will assist with contact tracing to determine other staff or students that may have been exposed to the virus and will inform staff of possible exposure to the virus while maintaining confidentiality.
- The Campus Administration/Supervisor will contact the Janitorial Contractor for cleaning/disinfection of the exposed classroom, office, and/or building(s).
- An evaluation will be conducted to determine if a campus or portion of a building must be shutdown (CEO will make the final determination).

**Note:** 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.

## COVID-19 Contact Tracing Procedures

Overview Contact tracing is part of a public health process used in response to a confirmed COVID-19 or other infectious diseases. Contact tracing will be conducted by the School Nurse (COVID-19 Coordinator) in collaboration with Campus Administration. The goal of contact tracing is to maintain a safe work environment and prevent the spread of the infection to protect employees.

## Confidentiality of Health-Related Information

Contact tracing is a private process. As part of local, state, and federal laws, an employee's personal information may not be released to the public or shared with individuals who may have come in contact with the infected employee. Employees are prohibited from disclosing confidential information about other employees and students. An outbreak in the workplace often generates employee and public interest. Notification will be provided when the purpose of the notice is to control spread of the infection and protect those who have been potentially exposed.

## Lab-Confirmed Covid-19 Case Process

### Step 1 - Employee Reports Diagnosis to the campus

An employee who has received a lab-confirmed COVID-19 diagnosis must notify the School Nurse within 8 hours.

### Step 2 - School Nurse (COVID-19 Coordinator) Contacts the Reporting Employee

The School Nurse (COVID-19 Coordinator) receives the information and contacts the employee immediately within three (3) hours to review the following:

- Direct the employee to not return to work
- Confirm demographic information
- Confirm last onsite visit to a campus location
- Identify other employees who potentially may have been exposed within two (2) days before symptoms began
- Provide information on isolation requirements and return to work protocols
- School Nurse (COVID-19 Coordinator) emails required isolation criteria and copies to the Business Office

### Step 3 - School Nurse (COVID-19 Coordinator) Contacts Potentially Exposed Employees

The School Nurse (COVID-19 Coordinator) contacts potentially exposed employees within 24 hours to review the following:

- Direct the employee not to return to work
- Inform the employee of possible exposure Confirm demographic information
- Confirm last onsite visit to a campus location
- Provide employee with information on quarantine requirements and return to work protocols
- Emails documentation for quarantine and copies to the Business Office

### Step 4 - HR Department Provides Resources to the Employee

Directs the employee to COVID-19 General Information and Leaves and Absences availability of alternate work arrangement (if applicable). Refers to the ADA Coordinator for Americans with Disability Act (ADA) Accommodations if accommodations are requested.

### Step 5 - Campus Administration/Supervisor Contacts Operations Department

Janitorial services will provide within 24 hours an intensive cleaning with an industrialized germ spray to exposed areas by completing the following:

- Assess the area(s) exposed and create a disinfecting plan
- Make a recommendation to the CEO regarding the need to close a facility or building for cleaning and disinfecting purposes
- Disinfect the employee workspace and common areas

### Close Contact Defined

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within three 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.

### Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School or in an Area Where Extra-Curricular Activities Are being Conducted

1. If an individual who has been in areas on campus is lab-confirmed to have COVID-19, the school must notify its local health department and TEA.
2. The school 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 7 days have already passed since that person was on campus.
3. If a student or staff member is confirmed to have COVID-19, our Nurse and campus administration will conduct contact tracing. Only those students and staff who have had “close contact” with the student or staff will be required to quarantine. Parents of all students who attend the campus will be notified that a staff member or student has had a positive result. For confidentiality reasons, no other information will be provided.
4. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the school 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 in any extra-curricular activities. If the person who is lab-confirmed to have COVID-19 participated in a contest against another school(s), the school must notify other school(s) and sports/contest officials involved in the contest.

### Return to Work Requirements

Staff with a confirmed COVID-19 diagnosis may not return to work until:

- At least 24 hours have passed since recovery, which is defined as:
  - No longer having a fever (<100.4 or higher) without the use of fever reducing medicine like Advil, Tylenol, or Aspirin), and
  - Significant improvement of your other symptoms (cough, sore throat, headache, etc.), and
- At least 10 days have passed since symptoms first appeared, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis

Staff with symptoms of COVID-19 who have not been tested or evaluated by a medical professional are assumed to have COVID-19.

### Staff with symptoms of COVID-19 may not return to work until:

The same criteria listed above has been met, or

- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis, or
- They have a negative COVID test result submitted to the School Nurse (COVID-19 Coordinator) plus symptoms have improved Staff exposed to persons known to be lab-confirmed for COVID-19 may not return to work until:
- The end of the 14-day quarantine period from the last date of exposure.

In order to assist the community and Legacy family (staff, families, and vendors) in mitigating health concerns, Legacy will provide a list of local vaccination sites.

**COVID-19 Points of Contact:**

CAO/Principal

Ralph Butler

726-666-3272

[ralphbutler@legacymhs.org](mailto:ralphbutler@legacymhs.org)

Nurse

Francine Johnson

713-400-7848

[francine.johnson@legacysss.org](mailto:francine.johnson@legacysss.org)

Registrar/Testing Coordinator/Dual Credit Coordinator

Helen Wiltz

726-666-3272

[Helen.wiltz@legacysss.org](mailto:Helen.wiltz@legacysss.org)