Safe Return to In-Person Instruction and Continuity of Services Plan
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Return to School Protocols

Following are the return to onsite protocols for Wayside Schools campuses and administration buildings. Since this is an ever-changing situation, the network may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of scholars, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Wayside Schools will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. Wayside Schools 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.

Preparation for the Opening of School

Wayside Schools will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out reopening 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, Wayside Schools 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 Texas Education Agency (TEA) and other jurisdictional policies
▸ Providing communication of procedures and expectations upon entering facilities and throughout buildings

Protocols for Screening and Isolation

General

All scholars and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.
Screening Protocols

- Staff will be required to complete a self-screening process prior to entering a Wayside Schools building, and the Network may require further screening of employees at any time based on current state and federal guidelines. Temperature checks will be performed.
- All visitors and Network personnel will need to check in at the front office.
- A parent or guardian is recommended to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents should take their child’s temperature daily. A temperature screening will be conducted upon arrival at each designated campus. Additional screening may be conducted during the school day if needed.
- Staff and scholars should not enter any campus if any of the following apply. The individual is:
  ▶ Sick. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, fatigue, congestion/running nose, nausea/diarrhea, new loss of taste or smell.
  ▶ Has a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
  ▶ 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. Wayside will continue to require a negative COVID-19 test at least 3-5 days after arrival.
- All scholars and staff will have their temperature checked prior to entering the campus. In the event that a scholar and or staff member’s temperature is above 100°F during arrival, they will not be allowed in the building and will be asked to go home and scheduled to take a COVID test. They may return to school when they are 24 hours fever-free without using fever-reducing medication and either have a doctor’s note or have a negative test result.
- Teachers will monitor scholars and refer them to the front office if symptoms are present.
- A scholar who becomes ill during school hours is to report to the teacher, who will then send him or her to the designated area. The scholar will then be evaluated. If the scholar presents any COVID-19 symptoms (as listed in this document below), the parent will be contacted immediately and the scholar will be sent home. Scholars will not be allowed to call parents or use their cell phones; such calls are to be made from the school office by school staff.
- Guidelines when deciding who should be sent home sick from school (Scholar/Staff):
  ▶ 1. Fever
  ▶ 2. Onset severe headache (excluding history of migraines)
  ▶ 3. 2 or more bouts of diarrhea or vomiting at school
  ▶ 4. Uncontrolled cough that causes difficulty breathing (for students with allergies or asthma, must be a change in their baseline)
  ▶ 5. Any combination of 2 or more of the following symptoms – runny nose, sore throat, abdominal pain, nausea, malaise/fatigue
- Staff members please refer to the Wayside HR Back to Work Handbook for further guidance.

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**Isolation Protocols**

- For scholars displaying any symptom of COVID-19 or are feeling feverish, the school office staff will immediately isolate the scholar and call home in order to send the scholar home and schedule COVID testing.
- Scholars who are ill will be separated from their peers and placed in an isolation room and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must follow 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).
- If there is a positive lab-confirmed COVID case, the occupied areas (classroom, cafeteria, etc) will be disinfected thoroughly.
- Campus communication via email will be provided to the scholars who came in contact with a student or staff member who have been lab-confirmed with COVID-19.
- Scholars and staff who have tested positive for COVID-19 will be permitted to return to school when:
  - they have quarantined for 5 days or per doctor's orders; **and**
  - they are 1 day (24 hours) fever-free without using fever-reducing medication; **and**
  - they have improved symptoms (cough, difficulty breathing, etc.); **and**
  - they adhere to the 5 days of strict mask usage following the 5 day quarantine.
- If a staff member tests positive and is clearly asymptomatic at the time of the original test, if testing supplies allow, we will retest the staff member the following day if they have remained asymptomatic to rule out a “false positive” and expedite their return to work.
  - If on the retest the staff member tests negative and is still without symptoms they can return to work immediately. If the staff member tests positive on the retest they will see out the remainder of the required isolation period based on the result of the first test before returning to work.
- If a scholar or staff member is deemed close contact with an individual who has tested positive for COVID-19, they will be notified, COVID tested after the 5th day of exposure, and should monitor for symptoms and consult with their healthcare provider. Wayside will comply with any specific case related APH order for required quarantine as needed.
- **Strict mask usage will be enforced for any scholar or staff member if any of the following apply:**
  - has tested positive for COVID-19 and has returned after their 5 day quarantine with improved symptoms, or
  - has been exposed to or is deemed close contact due to living in the same household with someone who has tested positive with COVID-19.

*If the staff or scholar refuses to wear a mask, Wayside Schools will follow TEA protocol and enforce exclusion from returning to school until the 10th day of quarantine has been completed.*

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If a staff member is deemed close contact, and it has been 5 days since exposure, a rapid test must be performed periodically for 10 days post exposure, regardless of their vaccination status.

Staff members who are COVID-19 positive will follow the same protocols as scholars including isolation. They are encouraged to refer to the Wayside HR Back to Work Handbook for further guidance.

If a scholar or staff member is sent home during the school day, it is recommended to get COVID-19 tested, retrieve a doctor’s clearance of COVID-19 and/or quarantine as needed if positive.

If the symptoms are not COVID-19 related, and/or is an existing medical condition, the scholars and staff may be asked to stay home until they are 24 hours free of any symptom without using fever-reducing medication. Parents and/or staff members should contact the school with updated information in order to be cleared to return to school.

*Current Isolation and quarantine guidelines:
If someone has tested positive for COVID-19 (asymptomatic or symptomatic) should isolate for five days from the onset of symptoms for the symptomatic or a positive covid test for the asymptomatic and may return to work while wearing a mask for an additional five days if their symptoms are resolving or if asymptomatic.

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**Identifying Impact of COVID-19 Positive Individual On Campus**

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<thead>
<tr>
<th>Individual presents symptoms on campus</th>
<th>Individual present symptoms off campus</th>
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<tbody>
<tr>
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<tr>
<td></td>
<td>Individual is isolated/tested*</td>
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<tr>
<td>COVID Test Positive</td>
<td>COVID Test Negative</td>
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<tr>
<td>The individual will report the results to the school. Results are then reported to the Operations Manager, who will then report it to TEA, Austin Public Health Department, and Wayside Communications Manager.</td>
<td>Once an individual has a negative acute infection test, or doctor’s note indicating alternate diagnosis, they can return to campus upon following quarantine orders and or providing the note.</td>
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</tbody>
</table>
School Campus will conduct an investigation in order to identify individuals who have been in close contact with the COVID Positive individual.

School conducts all aspects of communication. The incident will be communicated to those who were in close contact.

Individuals may return to campus per the regulations stated above.

*On an appointment basis, Wayside Schools will offer free rapid testing for all onsite scholars and staff. For more information please refer to the Wayside Schools COVID-19 Rapid Testing Protocols.

*Other medical facilities provide testing that is paid for by most insurances, a copay or deductible may apply.

*Public health entities and community groups also offer free testing in many communities. These are additional free testing services through APH partner CommUnityCare

➢ Testing sites throughout the community can be found here: https://arcg.is/PzPza
➢ For information on free COVID-19 tests through APH, visit http://austintexas.gov/covid-testinfo. Austin Public Health (APH) operates several COVID-19 testing sites throughout Austin
➢ You can sign up for a test through the Public Testing Enrollment Form or through the APH Nursing Hotline (512-972-5560). When calling the Hotline press 1 for English, 2 for Spanish, 3 for Vietnamese and other languages. Hotline hours are Mon.-Fri. 8am-6pm and Sat. 9am-1pm

**Each campus will ensure to have a proper “Contact Tracing” system in order to facilitate the process in the event of a positive COVID case.

➢ To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for 15 total minutes within a 24-hour period with or without the use of a face covering, or being in direct contact with secretions from the sick person.
➢ **CDC Exception:** For all K–12 scholars, the close contact definition *excludes* students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where
  ○ both scholars are engaged in consistent and correct use of well-fitting masks; and
  ○ other K–12 school prevention strategies were provided (such as universal and correct mask use, physical distancing, increased ventilation).

➢ **Note:** This exception does not apply to teachers, staff, or other adults.

➢ Updated quarantine guidance from CDC doesn’t require individuals to quarantine if they have been in close contact with someone who has tested positive for COVID-19 who are:
  ○ you are ages 18 or older and have received all recommended vaccine doses, including boosters and without symptoms, or
  ○ scholars who wear their masks properly and are within 3-6 feet of a COVID positive scholar, or
  ○ You are the ages of 5-17 and completed the primary series of COVID-19 vaccines, or
  ○ any individual who has been COVID positive within the previous 90 days.

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**Protocols for Attendance**

Wayside Schools is required to comply with TEA regulations regarding attendance. In the event that a scholar and/or staff member is sent home due to being COVID tested and lab-confirmed, both staff and scholars will be considered and marked absent until their return. Depending on the severity of the symptoms presented, a doctor's note will need to be provided in order to excuse any unexcused absences. If a scholar is quarantined, academic support will be provided as developed by the campus leader for the duration of the absence from school.

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**Protocols for Personal Protective Equipment**

Schools are required to comply with the local and state executive orders regarding the wearing of masks. Mask wearing during school hours will be optional for all Scholars and Staff.

- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth). In addition to masks, a full-face shield can be worn to further protect eyes, nose, and mouth.
- Staff and scholars are required to appropriately wear face coverings at all times.
- All Scholars will be required to wear face coverings in hallways, common areas and during arrival and dismissal.
- Scholars will not be required to wear face coverings while eating but will be distanced to the greatest extent possible.

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Families will be responsible for providing a face covering, daily cleaning, and requested to supply an extra scholar face covering in their backpacks should theirs become unusable or lost.

Protocols for Campus Visitors
Campus staff will utilize virtual meeting options for campus visitors as much as they see fit. At this time, parents should contact the school via e-mail and phone to communicate with school personnel. Access to the campus by parents will be limited to the front office and will be subject to additional screening procedures and PPE requirements listed below.

Visitor Screening/PPE Requirements
- All visitors will be subject to temperature checks.
- Volunteers will be allowed to visit campuses upon administrator approval (including mentors, college representatives, guest speakers, etc.).
- At times, virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc.
- 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.
- All individuals entering the building will be required to wear face coverings.
- Visitors will adhere to social distancing protocols upon entering the office.
- Any individual permitted to proceed beyond the reception area must be escorted by a staff member and will be asked to follow all safety and campus protocols.

Protocols for Disinfecting and Hand Sanitizing
Frequent disinfection and hand sanitization will ensure health and wellness of scholars 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 scholars will be expected to regularly wash and sanitize their hands.
- Requirement for hand washing and use of hand sanitizer per Wayside Schools:
  Elementary & Secondary
  ▶ Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
  ▶ Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Disinfecting Expectations
- Staff will have access to disinfectant spray to sanitize high-touch and working surfaces.
- 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 scholars and staff.

Daily Campus Cleaning

▸ Each classroom and restroom will be cleaned and disinfected.
▸ All high-touch areas will be disinfected on a regular basis.
▸ Custodians will be encouraged to wear PPE (masks and gloves) during work hours.
▸ If applicable, cafeterias will be disinfected between lunch periods.

Restrooms

▸ Campus staff should develop plans based on their individual campus needs to limit the number of scholars that enter the bathroom at one time.
▸ Elementary campuses could consider the scheduling of whole class restroom breaks to eliminate co-mingling of scholars across various classes and to ensure teacher monitoring of social distancing guidelines.
▸ Disinfecting by custodial staff will occur throughout the school day.
▸ Staff and scholars must wash hands with soap and water prior to exiting the restroom.
▸ Visuals indicating proper handwashing techniques and social distancing will be displayed to consistently reinforce this practice.

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 scholars and staff will be required to use hand sanitizer when entering and exiting common areas.
▸ Campuses will follow their own campus protocols for the use of common areas, including how to sanitize the space between use. When needed, scholars will bring personal supplies from the classroom.
▸ Number of scholars in a common area will be based upon social distancing practices.
▸ Campuses are encouraged to post visual reminders throughout common areas to remind scholars and staff about social distancing and safety protocols (handwashing, sanitizing, face coverings, etc.).
▸ The use of virtual meetings/videoconferencing is recommended, including PTA meetings, ARDs, LPAC, booster club meetings and events.
▸ If meetings must be held in person, all social distancing protocols will be implemented:
  ▸ Face coverings are required for all
  ▸ Social distancing (at least 3 feet) when possible
  ▸ Limiting the sharing of materials/supplies
Protocols for Positive COVID-19 Cases on Campus

▸ If a classroom or facility is closed due to COVID-19 spread, custodial staff will deep clean and disinfectant the affected areas.
▸ If any staff member or scholar has a lab confirmed COVID-19 result, the whole classroom will be notified. Protocols will vary if the staff member or scholar has been fully vaccinated. See below for more clarity.

Campus Health & Safety Protocols

Training

On the first day scholars attend school on campus, staff members will inform scholars on appropriate hygiene practices. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover coughs or sneezes with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Safety Training for Protocols & Procedures

| Scholar | ▶ Scholars will practice health and safety protocols (handwashing; cover cough or sneeze with elbow; etc..)  
▶ All scholars will be informed about COVID-19 symptoms and prevention of spread.  
▶ If a scholar is experiencing symptoms, they need to immediately notify a teacher. |
|-----------------------------------------------|
| Parent | ▶ Parents are asked to talk to their scholars about COVID-19 symptoms and prevention strategies.  
▶ Parents are asked to read all campus and Network communication about health and safety protocols and to reinforce with their children.  
▶ Parents are asked to wash all cloth face coverings after every day of use |
| Teacher/Staff | ▶ Staff will develop classroom procedures consistent with TEA and Network guidance |
All staff will monitor scholars that exhibit symptoms and will be required to notify the front office.

School Arrival & Dismissal

**Arrival:** Wayside Schools will provide separate screening entrances determined and set in place by each campus administrator. Staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Scholars will go straight to the designated areas set by each campus. Parents will not be allowed to walk scholars to classrooms.

**Dismissal:** Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, shuttle riders or grade level will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed at each exit and scholars will be encouraged to sanitize hands prior to exit. Sibling connections at elementary campuses will be done outside the building. Parents picking up scholars during the day will have to come to the front office and sign their scholar out, masks are optional upon entering the building.

Shuttle Transportation

As schools reopen, scholars using shuttle transportation services will follow revised protocols. Starting at the time when scholars arrive at their designated stop and board the shuttle.

**Transportation COVID-19 Protocol: Parent Information**

Wayside Schools offers the following guidance to parents and caregivers regarding shuttle transportation for daily routes as well as field trips. Shuttle routes will run at regular capacity. Although the network is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop scholars off, carpool or walk with their child to school to reduce possible exposure on buses. *Wayside Schools and Austin Charter Services are requiring all of our drivers and scholars to wear masks while on the school bus.*

**Shuttle Loading and Unloading Procedures**

**Bus Stop Expectations**

- Scholars should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the shuttle.
- Scholars should NOT share food, drinks or personal devices.

**Morning Boarding Bus Procedures**

- Scholars should practice social distancing as they approach and board the Shuttle.
- Seating: Scholars will be seated starting from the back seats, then toward the front.
  - Considerations for siblings & younger scholars mixed with older scholars.
- Bus in motion rules: Standard Wayside Schools Shuttle rules apply.
Scholars should NOT share food, drinks or personal devices.

Unloading at Campus
- Unloading will start from the front to the back.
- Scholars should practice social distancing and follow campus guidelines.

Afternoon Campus Boarding Bus Procedures
- Scholars should practice social distancing as they approach and board the shuttle.
- Seating: Scholars will be seated starting from the back seats then toward the front.
  - Considerations for siblings & younger scholars mixed with older scholars.
- Bus in motion rules: Standard Wayside Schools Shuttle rules apply.
- Scholars should NOT share food, drinks or personal devices.

Unloading at Bus Stop
- Unloading will start from the front to the back.
- Scholars should practice Social Distancing and avoid gathering in groups of 10 or more.
- Scholars should NOT share food, drinks or personal devices.

Disinfecting Protocol

Between each AM & PM Campus drop-off
- Shuttle drivers will be spraying and wiping down seats and high-touch items with disinfecting spray.
- Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs, and stairway handrail.
- Weather conditions permitting, various bus windows and the roof hatch will be opened to allow outside air to circulate in the bus.

Weekly Deep Disinfecting Process
- Deep cleaning of shuttle interiors will occur twice weekly.

Shuttle Arrival & Dismissal

<table>
<thead>
<tr>
<th>Scholar</th>
<th>Arrival</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Scholars will load and unload the shuttle at the direction of the shuttle driver.</td>
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<tr>
<td></td>
<td>Scholars should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.</td>
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</tbody>
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<thead>
<tr>
<th></th>
<th>Dismissal</th>
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<tbody>
<tr>
<td></td>
<td>Scholars will wait in a designated &quot;pre-loading&quot; area for each shuttle to arrive.</td>
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<tr>
<td></td>
<td>Scholars will load onto the shuttle at the direction of the bus driver.</td>
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<tr>
<td></td>
<td>Scholars will maintain current social distance guidelines as they load and are seated for the duration of the ride home.</td>
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</tbody>
</table>
### Parent
- When possible, parents should help with student supervision at the shuttle stop.

### Walkers

#### Scholar
- It is strongly requested that walkers keep social distance and use a face covering while walking to and from school.
- As much as possible scholars will be asked to avoid large groups or gatherings with other scholars on the campus before or after school.
- Scholars will be asked to immediately leave campus and begin walking home at the end of the school day.

#### Parent
- Parents are encouraged to talk with their child about the health benefits of social distancing.
- Parents should follow campus guidance on how to pick up their child.
- Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.

#### Teacher/Staff
- Assigned staff will supervise scholar arrival and dismissal. They will direct scholars to waiting areas and encourage scholars to maintain desired social distance. Masks are optional.
- Teachers will assist in monitoring scholars to discourage large groups from congregating.

### Car Pool

#### Scholar
- As scholars exit their car, they will be expected to keep social distance when walking toward the building entry.
- Scholars will remain at a social distance while waiting to be picked up in the carpool area.

#### Parent
- Parents should follow pick up protocols regarding how to pick up their child.
- Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.

#### Teacher/Staff
- Assigned staff will supervise student arrival, direct scholars to waiting areas and encourage scholars to maintain a desired social distance between scholars. Masks are optional.
- Assigned staff will supervise student dismissal, direct scholars to waiting areas and encourage scholars to maintain desired social distance between scholars.

### Bike Riders

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| **Scholar** | ▸ Scholars will use designated space to keep distance when arriving at school.  
▸ Scholars will immediately leave campus and begin riding their bike home at the end of the school day.  
▸ Scholars are not to congregate in large groups with other scholars on the campus when dismissed from school at the end of the day.  
▸ It is strongly recommended that scholars keep social distance and use face covering while riding their bike home. |
| **Parent** | ▸ Parents are encouraged to talk with their child about the health benefits of social distancing.  
▸ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from school. |
| **Teacher/Staff** | ▸ Teachers assigned will supervise this area and will encourage scholars to keep social distance and require the use a face covering while riding their bike home. |
| **General Building Arrival** | ▸ Use hand sanitizer upon arrival.  
▸ Scholar’s temperature will be checked with an infrared thermometer upon entering the building.  
▸ Campus administrators must plan for entry, exit, and transition procedures that reduce large group gatherings (of scholars and/or adults) in close proximity.  
▸ Scholars will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.  
▸ It is optional that scholars and staff wear masks when entering the building and waiting in the designated waiting area.  
▸ Scholars are expected to stay in their specific area until they are dismissed by a staff member.  
▸ Scholars will have access to use the restroom while they wait to go to their classroom.  
▸ Scholars and staff will follow the campus procedures developed to maintain proper social distancing. |
| **Parent** | ▸ Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.  
▸ Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.  
▸ Parents will not be allowed to walk their scholar into the building. |
Teacher/Staff

▸ Campus staff’s temperature will be checked with an infrared thermometer upon entering the building.
▸ Staff will be assigned to supervise scholars for morning arrival.
▸ Masks are optional for all staff and scholars when entering the building, in the hallways, and in classrooms.
▸ Staff will dismiss student cohorts using staggered student release into halls from these areas.

Cafeteria - Breakfast and Lunch

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms, the cafeteria, or other large areas within the school building.

Staff will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of scholars in the school, scholars may have meals in both the cafeteria and in classrooms. Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat as space allows. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Hand sanitizing stations will be available at entrances and exits of the cafeteria. No third-party food deliveries will be accepted at any campus.

Seating & Directions

Scholar

▸ Scholars will be expected to follow campus guidelines for cafeteria procedures.
▸ Scholars will be seated in order to be consistent with social distancing guidelines
▸ All scholars are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
▸ Scholars are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure proper social distancing.

Parent

▸ Due to COVID-19 and our limited cafeteria space, mealtime visitors will not be permitted in the school cafeterias.
▸ Parents are encouraged to speak to their children about safety protocols and social distancing.
▸ Parents are asked to read and be familiar with all school communication regarding health and safety protocols.
▸ Visitors may drop off lunches for scholars in the front office.
Teacher/Staff

- Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.
- A seating plan for scholars will be recommended for social distancing.
- Assigned staff will supervise scholars in cafeteria lines, direct scholars to open seats, and ensure that scholars maintain desired social distance.
- Teachers will monitor scholars while in the cafeteria to ensure social distancing.

Meal Information: The Wayside Schools Food and Nutritional Services Department will follow all Texas Department of Agriculture (TDA) regulations.

Breakfast & Lunch

- Breakfast and lunch will be provided daily.
- Scholars will enter serving lines and will have one breakfast and lunch selection daily.
- Menu items will be placed in pre-packaged containers for scholars to take to designated locations within the school building if needed.
- Breakfast and lunches will be free.

Ensuring Continuity of Services

Wayside Schools will continue to take appropriate actions to ensure continuity of services to scholars. 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 scholars.
- To provide social and emotional wellness support to scholars 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.
- Additional instructional support staff

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, group work, and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are sanitized throughout the day. All classrooms will be outfitted with:
Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.

- Refillable hand sanitizer stations.
- Access to disinfectant spray bottles to sanitize working surfaces.
- Individual partitions will be available if requested by a specific family in writing for a specific scholar, or by a specific teacher.

In addition to the above the following measures will be taken in every classroom:

- Whenever possible, scholars and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when scholars are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, consider placing student desks a minimum of three feet apart when possible.
- In classrooms where scholars are regularly within three feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain social distancing from other classroom groups.

### Classroom Training

| Scholar | Scholars will practice health and safety protocols (handwashing; cover cough or sneeze with elbow; etc..)  
| Parent | Parents are asked to read all school communication regarding health and safety protocols.  
| Teacher/Staff | Staff will develop classroom procedures consistent with TEA and Network guidance |

### Classroom Setup

| Scholar | Scholars will be expected to adhere to class and school-wide protocols.  
| Scholar | Scholars should avoid sharing school supplies.  
| Scholar | Scholars will sit at their designated area throughout the day.  
| Scholar | Scholars will use hand sanitizer at the beginning of class.  
| Scholar | Scholars may bring a personal snack as long as it is not shared.  
| Teacher/Staff | Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement.  
| Teacher/Staff | Teachers will post signs with clear class protocols. |
Teachers will create assigned seating arrangements to ensure social distancing.
Teachers will create systems to limit the sharing of items such as school supplies.
Teachers may prop the doors open to allow air flow and ventilation to the classrooms.

### Classroom Arrival

**Scholar**
- After washing hands or using hand sanitizer, scholars are asked to immediately sit down in their assigned seat.
- Scholars should avoid touching high-touch areas if possible.

### Water Fountains

**Water Fountain Usage**

**Scholar**
- Scholars are encouraged to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
- Drinking fountains will be allowed to be used if the scholar forgets their water bottle.

**Parent**
- Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.
- Parents are asked to assist scholars, as needed, to clean water bottles on a daily basis.

**Teacher/Staff**
- Develop and demonstrate how scholars should fill water bottles from the water fountains.
- Monitor that scholars take water bottles home to be cleaned.

### Outdoor Play/Scholar Activities

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for outdoor play/scholar activities. These areas could include classrooms, the cafeteria, or playground.

Administrators will provide guidelines and procedures associated with outdoor play and scholar activities.
### Guidelines for Outdoor Play

- Masks are optional during outdoor activity for both staff and scholars.
- Allow small groups of scholars to play together.
- Promote structured games that take into account social distance protocols.
- All scholars and staff will be required to wash their hands or use hand sanitizer before recess and when returning to their classroom.

### Specialized Classrooms/Areas

#### Specialized Classrooms

<table>
<thead>
<tr>
<th>Fine Arts/Music</th>
<th>Masks are optional during the fine arts/music classroom.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appropriate social distancing measures will be followed where possible.</td>
</tr>
<tr>
<td></td>
<td>Fine Arts/Musical instruments, mallets and other equipment will be sanitized and wiped down after each use using disinfecting wipes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P.E.</th>
<th>Masks are optional during the gym classroom.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Whenever possible, physical education classes will be held outside to allow for maximum physical distance between scholars.</td>
</tr>
<tr>
<td></td>
<td>Any activities bringing scholars into close physical contact, or requiring multiple scholars to touch or handle the same equipment will be avoided.</td>
</tr>
<tr>
<td></td>
<td>Scholars should avoid touching their face at all times, but especially while playing games.</td>
</tr>
<tr>
<td></td>
<td>Access to handwashing and sanitizing will be provided.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Art</th>
<th>Masks are optional during the art classroom.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appropriate social distancing measures will be followed.</td>
</tr>
<tr>
<td></td>
<td>Sharing equipment, tools and materials will be avoided as much as possible.</td>
</tr>
<tr>
<td></td>
<td>Scholars should complete cleaning protocols and sanitize their areas in between use.</td>
</tr>
<tr>
<td></td>
<td>Art materials will be sanitized and wiped down after each use.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEM/Library</th>
<th>Masks are optional during the STEM classroom/library.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Visual reminders will be added and furniture rearranged to help scholars maintain social distancing while in the STEM classroom/library.</td>
</tr>
<tr>
<td></td>
<td>Scholars and staff will wash/sanitize hands upon entering and after visiting the library.</td>
</tr>
</tbody>
</table>
High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.

Library occupancy will be limited.

### Extracurricular Activities

All extracurricular practices will be conducted following safety protocols provided by guidance from Wayside Schools and TEA. It will be the responsibility of the parent to transport their student to/from practice sessions, games, and performances. All scholars will communicate with Coaches, Directors or Instructors to notify them of any exposure or positive tests.

### Extracurricular Programming

#### Athletics/ Cheer Team

- Practices will follow protocols established by Wayside Schools. In-season and off-season activities will follow the most current guidelines available.
- The Athletic Coordinator will provide coaches with orientation of protocols and expectations for scholars at the beginning of their respective season(s).
- Specific entrances and exits of athletic facilities will be utilized by scholars for appropriate separation and distancing. Signage will serve as a visual cue and reminder for scholars.
- Equipment used during practices will be sanitized frequently during practice sessions.
- If applicable, scholars will not share equipment/props (i.e. pom poms, megaphones, sport equipment, etc.)
- Attendance at scrimmages and games for spectators will be later determined and will be communicated as this information becomes available from Wayside Schools.
- Parents and scholars will be expected to provide timely notification of any health concerns to their coach and athletic director. Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
- Water breaks will occur in small groups while using their personal reusable water bottles. Coaches will organize water breaks with safety and efficiency in mind. The reusable water bottles must be clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.
- Scholars will be encouraged to bring their own personal towel to wipe perspiration.
- During practice and across the floor drills, scholars should maintain at least 3 feet apart, between each other.
- Scholars will be required to bring and wear their own mask if they choose to.
## School Events and Activities

### Guidelines for School Wide Events/Activities

- Campuses will resume events such as all-school assemblies, parties, socials, pep rallies, etc. Each event will be modified as needed for safety.
- To limit larger gatherings, campus club meetings may be held virtually.
- PTA must collaborate with and seek approval from campus/Network administration prior to any event that is planned.

### On-and Off-Campus Student Activities

#### On/Off Campus Activities, Field Trips & School-Wide Events

<table>
<thead>
<tr>
<th>On-Campus Activities</th>
<th>▶ PTA events and fundraising information will be distributed to the designated campuses.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▶ All after school club information could be held virtually if applicable.</td>
</tr>
<tr>
<td></td>
<td>▶ In-person assemblies will be communicated on a campus level.</td>
</tr>
<tr>
<td></td>
<td>▶ Class parties or birthday treats will be allowed with the approval of the administrator.</td>
</tr>
</tbody>
</table>

| Field Trips          | ▶ Field trips will resume per the administration of each campus.                      |
|                      | ▶ Virtual field trips will be considered as often as possible.                        |

| Off-Campus Activities | ▶ Student participation in academic contests (Robotics) will be attended          |
|                      |   upon specific guidance provided by an authorized entity (e.g., Wayside Schools, TEA, etc.). |

| School-Wide Events    | ▶ Larger gatherings, school wide events (pep rallies, open house, back to school events, assemblies, PTA events, etc.) will be held following Waysides Safety protocols. |
|                      | ▶ School events will be limited.                                                  |

## Hallways

### Classroom Transitions & Hallways
Elementary

▸ Scholars are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
▸ When a hallway is designated as a two-way, scholars are expected to stay to the far right of the hall when walking.
▸ Where possible, one-way traffic throughout campus corridors will be established.
▸ Scholars and staff are required to wear face coverings in the halls and avoid gathering in large groups during passing periods.

Secondary

▸ Scholars are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
▸ Scholars and staff are required to wear face coverings in the halls and avoid gathering in large groups during passing periods.
▸ When possible, staggered releases from each class will be organized to limit the number of scholars in the hallway during transitions.
▸ When a hallway is designated as a two-way, scholars are expected to stay to the far right of the hall when walking.
▸ Visual markers will be developed to help scholars maintain physical distances and adhere to established campus traffic flow in hallways.
▸ Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
▸ Scholars and staff are required to wear face coverings in the halls and avoid gathering in large groups during passing periods.

Emergencies and Drills

Social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc. Wayside Schools will follow the standard response protocol and its emergency actions of Lockout, Lockdown, Evacuate and Shelter.

Cleaning/Sanitizing/Disinfecting Agents

Cleaning-Sanitizing-Disinfecting Agents used by Wayside Schools Custodial Services
There are two lists of cleaning products, each with a purpose and list of specific areas:

**Hillard QT3 (COVID-19 Rated), PURTABS and EnvirOx H2Orange2 Concentrate 117:**
Primary use is for cleaning and sanitizing horizontal and vertical surfaces:
- Student desks, classroom work areas
- Cafeteria tables
- Handrails
- Countertops
- Push-bars on doors
- High-touch items
- Bathroom floors, stalls/partitions, urinals and toilets.

**Virex ll 256 (COVID-19 Rated):**
Used upon special request (multiple cases of flu, report of staph, MRSA, etc.) to disinfect:
- A grade-level area
- Wing of a building
- Classrooms
- Restrooms

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**COVID Vaccination Precautions**

Wayside Schools staff will continue to follow the above safety protocols even after they are fully vaccinated. For more vaccination facts click here.

**People are considered fully vaccinated:**
- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

**Continued Precautions**
- Wayside staff will continue to take the COVID-19 prevention measures stated above in addition to being fully vaccinated, including:
  - Wear a mask that covers your nose and mouth fully to help protect yourself and others
  - Stay at least 3 feet apart from others who don’t live with you.
  - Get a COVID-19 vaccine when it is available to you.
  - Avoid crowds and poorly ventilated indoor spaces.
  - Wash your hands often with soap and water. Use hand sanitizer if soap and water aren’t available
  - Covering coughs and sneezes
  - Clean frequently touched surfaces

24  Safe Return to In-Person Instruction and Continuity of Services Plan - Updated March 7, 2022
Monitor health

- Updated quarantine guidance from CDC doesn’t require individuals who are fully vaccinated (after the 14th day of receiving the second dose) and without symptoms to quarantine if they have been in close contact with someone who has tested positive for COVID-19. However, if a staff member is deemed close contact and chooses not to quarantine, a rapid test must be performed periodically for 10 days postexposure. It is also recommended that they should wear a mask for 10 days and test after 5 days if possible. [You can read more from the CDC here.](#)

**COVID Vaccination Opportunities**

Wayside Schools will continue to communicate all vaccination opportunities to staff, scholars and community members as they become available. Wayside Schools is in direct contact with Austin Public Health and will continue to share the necessary information regarding vaccinations.