This document is designed to establish recommendations for Dallas County in reconstituting the traditional face-to-face classroom instruction, disinfecting campuses, and ensuring the safety of students, faculty, staff, and visitors following the COVID-19 pandemic response. These recommendations balance public health concerns against the importance of education and the services schools provide to the community.

The Dallas County Judge has requested a plan be established prior to implementation of classroom instruction that meets the current requirement of 75,600 minutes of instruction time per school year (K-12). Implementation of onsite classroom instruction requirements should consider that the “best” decision is in accordance with the current public health guidance and recommendations from the Center for Disease Control and Prevention (CDC), Texas state law, the Texas Education Agency (TEA), school culture and school districts, as well as community safety and welfare of the staff and student population.

The primary mission of this process is to provide a way for schools to continue servicing the public while dealing with the COVID-19 virus. Dallas County Health and Human Services recommends that face-to-face sessions resume only after the following criteria have been met, so long as social distancing guidelines adhered to and the movement of students is limited:

- There is a consistent 14-day downward trend of COVID-like cases in the community.
- A downward trajectory of documented cases for a consistent 14-day period.
- A downward trajectory of positive tests as a percent of total tests.
- Hospitals are able to treat patients without crisis care or a strain to the system.

Plan Submission Template

All schools, as previously defined, within Dallas County will need to have a plan to re-implement on site school services and educational classes. This should be accomplished in a uniform fashion through use of the provided template. All schools inside Dallas County, including preK-12 Public Schools, Charter Schools, Private Schools, Colleges, Universities and Technical Schools, are required to submit a completed School Reentry Plan (See Template provided) for review by Dallas County Office of Homeland Security and Emergency Management (DC HSEM) for approval. Schools will have 72 hours to review for corrections and return to DC HSEM for final approval. This is required prior to the reopening of any school, as listed.
Appendix 1: School Reentry Plan Template

The following is the planning template for the reopening of schools to receive students. The reopening of schools should not be considered until the infection rates of COVID-19 have leveled and the Dallas County Health Authority determines that it has been deemed safe for children to return to the school setting with COVID-19 social precautions instituted.

Planning Assumptions:
- This is a planning document for the school district. Details for specific types of schools can be presented within the same document (i.e. elementary, middle, high school) or a separate document for each school type can be provided for review.
- Colleges, Universities, and Technical Schools are also required to submit a plan with the applicable fields filled out.
- It is understood that each educational campus or institute has its own challenges and risks. With this in mind, we recognize that you are in the best position to assess and mitigate the risks to your campus and align physical distancing, disinfection and safety practices to your needs and capability.
<table>
<thead>
<tr>
<th>Independent, Charter, Private School District/College/University/Technical School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey Completed By:</td>
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<tr>
<td>Submitted to Dallas County Date:</td>
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<tr>
<td>Plan Reviewed Date:</td>
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<tr>
<td>□ Approved □ Requires Remediation</td>
</tr>
<tr>
<td>Plan Reviewed By:</td>
</tr>
</tbody>
</table>

### Transportation

If applicable, describe strategy for bus transportation of students to the school.
- Include disinfection process for busses
- Social distancing students on the bus
- Personal Protective Equipment for drivers

### Ingress/Egress

Describe the control of ingress/egress for the school.

### Health Survey

Describe how health surveys will be performed prior to entering the facility.

### Social Distancing

Describe the classroom space in reference to social distancing.
- Include classroom schedules
- Teacher Rotation (if applicable)
- Class sizes

<table>
<thead>
<tr>
<th>Pre-K</th>
<th>Elementary School</th>
<th>Middle School</th>
<th>High School</th>
<th>Vocational School</th>
<th>Technical School</th>
<th>College</th>
<th>University</th>
</tr>
</thead>
</table>

### Supplies

Describe how classroom supplies and materials will be managed.
- Computers, Books, Magazines, Writing Utensils, etc.

### Common Areas
Describe how common areas will be managed for recommended physical distancing.

Cafeteria
How will meal times be managed with respect to physical distancing and disinfection?

Student Mixing
Describe how limiting student mixing will be managed.
- Extra-curricular activities (sports, clubs, etc.)
- Music classes, Physical Education
- Passing periods

Nurses Office
Describe how personnel will handle regular medication distribution, manage persons presenting as ill, and potential outbreaks.

Personal Protective Equipment (PPE)
How will PPE be used at the school(s)?
- Students
- Faculty
- Staff
- Environmental Staff
- Visitors

Disinfection/Sanitation
Describe disinfection protocols for the facility and the frequency of cleaning.
- Classrooms
- Common Rooms
- Restrooms
- Touch Point Surfaces
- Other:

Comments
Please leave any comments or information that has not been previously covered.
Appendix 2: School Reentry Planning Recommendations and Considerations

Transportation

Issue:
Student transportation to and from school is provided in multiple ways. A primary way is through utilization of bussing. Bussing students to school poses multiple challenges in regards to social distancing and schedules.

Recommendations:
- Schools should survey their student population to see who currently utilizes the bus services.
- Parents should be encouraged to provide transportation to their children, if able.
- Disinfection/Sanitization of the buses should be evaluated and a plan devised for such.
- Social distancing will be considered for bussing schedules.

Details:
- Bus routes should be evaluated for efficiency and safety:
  - Buses loaded from back to front and unloaded front to back.
  - Additional buses may need to be brought in to service.
- Buses must be cleaned after each route according to CDC guidelines.
- Driver shall wear a mask at all times.

Ingress/Egress Planning

Issue:
Schools serve a wide variety of students and families, from young children to young adults, to students with behavioral difficulties or physical limitations. It is important to consider the population when organizing the school day. Tailored solutions may be needed for each campus, classroom, or school setting.

Recommendations:
- Schools should limit access to the facilities and limit the number of people on site at any time.
- Schools should consider altering the arrival and dismissal process for faculty and students.
- Schools should consider circumstances for students with physical or health challenges and work to accommodate any limitations.
Details:

- Schools should assign entry/exit doors to be used at all times, except in case of emergency when the closest exit should be used.
  - Door shall correlate to assigned classroom space.
- Whenever possible, parents of children should remain in vehicles during all pick-ups.
  - Parents should call a designated phone at the school to pick up their child early, whenever possible.
  - Whenever possible, children should be brought from class to the pick-up line, at which time the parent may get their child. No loitering at the exit door should be allowed.
- Before school drop-off and after school pick-up shall be contactless, whenever possible.
  - Parents should remain in cars at all times unless prior authorization is given for escorting child is granted by school administration.
  - Children should exit vehicle and proceed to health check areas each morning.
    - Young children may need to be escorted.

Health Screening

Issue:
Protecting students and faculty is of the utmost importance. A protocol for the identification and tracing of any faculty or students that exhibit COVID-19 symptoms, or those with confirmed diagnoses, should be included in a plan.

Recommendation:

- Schools should screen students and faculty for symptoms and temperature as recommended by the CDC.
- An isolation room, and plan for sending a person home, should be identified for any persons exhibiting symptoms after the start of a school day.
- Adequate and appropriate healthcare staffing should be maintained at each school, whenever possible, along with appropriate levels of Personal Protective Equipment.

Details:

- Daily health screenings should be completed by a qualified, trained staff member.
  - Infrared temperature screening shall be completed at entry.
    - Students with a temperature over 100.4 degrees Fahrenheit should not be permitted to stay in school.
    - Individuals should not return until fever free for 72 hours without medication and 10 days since COVID-19 symptoms appeared (per CDC guidance).
All individuals should be screened before coming into the school for fever, cough, sore throat, nausea, vomiting, diarrhea, chills, muscle pain, headache, loss of taste or smell or shortness of breath.

- All personnel requiring a secondary screening should be logged in a screening tool for risk assessment.

- University, Colleges, and Technical schools should maintain health screenings for classes and labs required to be traditional face-to-face.
  - Classes that can meet through web conference are encouraged to do so.

- Designated health personnel should compile daily health reports to submit to the local Heath Authority.

- Identified sick persons should be isolated immediately and sent home as soon as possible.
  - Parents should not enter the facility. Students should be escorted outside the building and “handed off” to a verified custodian.

**Safe classroom spaces**

**Issue:**
As orders to shelter-in-place are lifted, the requirements to physically distance will continue to play an important role in school safety in order to prevent a second wave of infection. While requirements to physically distance can be disruptive, they are the most effective. All efforts to maintain distance, while continuing educational settings, should be made.

**Recommendation:**
- Schools should arrange classroom spaces to ensure proper social distancing as recommended by the CDC.
- Alternating days of class time should be evaluated to limit the number of students present at any time.
- Blended learning models through technology should be evaluated while considering the availability of such platforms and the risks of prolonged screen time.

**Details:**
- A minimum distance of 6 feet apart should be maintained at all times. Desks in classrooms must be spaced in all directions.
- Consider providing video conferencing for specialist teachers (e.g., music, art, physical education) to individual classrooms to avoid rotating children through common spaces.
- Physical education classes should only be held outside, and only while practicing physical distancing, whenever possible. All participants should wash their hands after physical education classes.
COVID-19 School Reentry Planning Guide
For Independent School Districts,
Charter Schools, Private Schools Universities,
Colleges and Technical Schools

- Whenever possible, students should be managed as a pod where the teacher remains with same students all day. Students should remain with their assigned pod and should not change from one group to another.
  - Rotating classrooms for students or teachers should be discouraged.
  - For middle school, high school, and higher education, if the teachers are specialized in certain subjects (i.e. math, science, English, etc.), these teachers can do classes virtually.
- Community supplies should be avoided. Each child should have their own supplies. Anything that must be shared should have an easily cleanable surface to be disinfected between uses, following CDC guidelines.
- Classroom materials that cannot be disinfected (magazines, books, etc.) should be limited for use by one person only.

Common Areas

Issue:
Common areas in educational settings pose a significant risk to the population due to the potential for transmission of disease. These areas could be cafeterias, restrooms, water fountains, student commons area or hallways. The risk of cross contamination in these settings, places a serious risk on our school population.

Recommendation:
- Common areas should be evaluated for necessity of use.
- Hand Sanitizer stations should be easily accessible throughout common areas.
- A plan for how people move about common areas should be evaluated.

Details:
- Water and beverage fountains in schools should be turned off to prevent cross contamination.
- Meals should be consumed in classrooms, boxed/sealed lunches should be provided by the school, whenever possible. Outside food or beverage should be discouraged.
- Cafeterias, if utilized, should be cleaned often and physical distancing guidelines should be followed.
- Restrooms should be monitored to ensure students stay spaced and are not lingering. Enforce proper hand washing as directed by the CDC.
- Cleaning supplies should be readily available in common areas through utilization of spill stations or similar type stations.
  - Stations should have materials for covering hazardous body fluids until proper cleaning and sanitization can be performed.
Hand sanitizer stations should be easily accessible and located throughout school and at a minimum in each classroom.

When students leave a classroom, they should be instructed to wash hands or perform hand hygiene with hand sanitizer before going to next location and to limit the touching of anything not essential.

- In the instance hand washing is not easily achieved, hand sanitizer should be used by all students and personnel.

Visual aids (tape on floor, directional stickers, etc.) should be used as reminders to persons in building.

Doors to common spaces remain open to avoid multiple people touching handles.

Locker use is discouraged unless proper social distancing can be managed. Lockers should only be used by one person. No shared lockers.

**Avoiding Student Mixing**

**Issue:**
The importance of physically distancing through the school day cannot be understated. As a typical school setting has students and faculty mixing throughout the day, a new model should be created to avoid mixing persons as much as possible.

**Recommendations:**
- Split scheduling or staggered school schedules to include arrival, dismissal, lunch and break periods, etc. should be included.
- Special student populations should be planned for to ensure their needs are met.
- Extracurricular activities should be evaluated for ability to maintain physical distance.

**Details:**
- All special classes should be held through video conferencing or distance learning, whenever possible.
- Extracurricular activities that cannot maintain social distancing should be cancelled until school returns to normal standards.
  - Field trips should be moved to virtual tours offered online.
  - School assemblies/rallies should be done through video conferencing.
- Visitor access to specific entrances should be limited and prior approval for entry should be required.
  - Use assigned location at all times.
  - Required to wash hands or hand sanitize immediately upon entry.
  - Visitors should be advised to wear a mask when entering and throughout their time on campus.
Personal Protective Equipment

**Issue:**
Schools face additional challenges with maintaining a safe environment due to the need to move about in the environment. Personal Protective Equipment (PPE) is utilized to prevent the spread of disease from asymptomatic vectors.

**Recommendation:**
- Wearing masks while on campus should be evaluated for necessity and availability based on current CDC guidance and Texas Department of State Health Services recommendations.
- PPE standards and availability should be maintained for faculty and environmental services teams to utilize while cleaning.
- Requirements for utilization of masks when physically distancing cannot be accomplished.

**Details:**
- Students are encouraged to wear masks (cotton or surgical) anytime they are on school premises.
- Face shields may be a consideration for students unable to utilize masks.
- Consider providing masks/face shields to students.
- Masks/face shields must be cleaned nightly if reusable when appropriate.
- Staff will be provided gloves and cleaning supplies to clean touchpoint surfaces throughout day as needed; gloves should only be worn when cleaning.
- Environmental Services staff (EVS) will wear mask, eye protection/face shield, gloves, and gown for cleaning throughout day when appropriate.
- Anytime social distancing cannot be maintained masks are required.
Appendix 3: Sanitation/Disinfecting Guidelines

Daily Cleaning

**Issue:**
Previous models of education do not take into account the need for cleaning multiple times a day as well as the standards that must be upheld to keep students and faculty safe. All schools (Prek-12, technical, university, college) should have daily sanitation and disinfection standards that meet CDC guidelines.

**Recommendations**
- CDC guidelines should be followed at all times.
- EPA approved cleaning products should be utilized.
  - [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
- Staff should be properly trained/educated on the cleaning standards and expectations.

**Details:**
- Encourage daily cleaning of the school environment to include:
  - Touch point surfaces (doorknobs/handles, rails, lights, etc.)
  - All desks, chairs, windows
  - All work areas
  - Restrooms to be cleaned a minimum of twice a day, following CDC guidelines.
    - EVS will wear masks, gloves, and gown while cleaning restrooms when appropriate.
  - Hand sanitizer stations should be placed throughout the school, including each classroom and each building entrance/exit.
  - Spill/Body Fluid kits should be strategically placed in common areas.
    - Proper PPE for clean-up should be with kit.
- Cleaning shall be performed at minimum, before daily opening, every 4 hours in common spaces, and after children leave for the day.
Students should be encouraged to complete proper hand washing education via video or in person demonstration.
  o [https://www.cdc.gov/handwashing/posters.html](https://www.cdc.gov/handwashing/posters.html)
  o [https://www.cdc.gov/handwashing/videos.html](https://www.cdc.gov/handwashing/videos.html)

Staff should be encouraged to complete education on proper environment disinfection and adhere to CDC guidelines for disinfecting environment.

Continuing education should occur based on recommendations from the CDC.