



Lufkin Independent School District



# COVID-19

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



WE CAN DO THIS.



## LUFKIN INDEPENDENT SCHOOL DISTRICT

### Dear Parents and Families:

This COVID-19 guidance document and continuity of operations plan is a guide for all Lufkin ISD students regarding back-to-school plans and instruction. Preliminary information is posted in this guidance and is subject to change based on federal, state and local decisions.

We understand that the transition back to school and the “new normal” continues to be challenging for all and particularly for our students. We will continue to prioritize the academic, physical, social, and emotional well-being of our students.

This plan was drafted on April 29, 2022, and posted to the LEA website, [www.lufkinisd.org](http://www.lufkinisd.org). Every six months, the COVID-19 Task Force will review the plan in accordance with the latest guidance from the CDC, the state, and local governments. If revisions are needed to the plan, public input will be solicited, and stakeholders will be meaningfully consulted. The revised version of the plan will then be posted on the website.

This plan will be available, upon request, by a parent/guardian of an individual with a disability. To request a copy of this plan, please contact Mari Guerrero at [mariguerrero@lufkinisd.org](mailto:mariguerrero@lufkinisd.org) or call (936) 630-4342.

A handwritten signature in cursive script that reads 'Lynn Torres'.

Lynn Torres  
Superintendent



## LUFKIN INDEPENDENT SCHOOL DISTRICT

**COVID-19 Task Force** – Lufkin ISD has developed a COVID-19 Task Force who will continue to meet and provide input on this guidance document throughout the year as we monitor transmission rates and guidance from federal, state, and local officials.

Members of the Task Force are noted below:

Name	Title
Sheila Adams	Executive Director of Communications and Public Relations
Hollie Beauchamp	Director of Human Resources
Kristen Belshaw	Girls Athletics Director
Charlotte Bynum	Chief Financial Officer
Amanda Calk	Director of Student Nutrition Services
Ty Cauthen	LHS Assistant Principal of Student Activities
Jan Fulbright	Director of Nurses
Dr. Jeff Glass	Pediatrician
Tiffany Sootoo	Director of Transportation Services
Cindy Tierney	Executive Director of Student Services
Tim Hobbs	Risk Management Coordinator
Jay Jost	LISD Chief of Police
Kim Kassaw	Executive Director of Special Programs
April Lee	Assistant Director of Human Resource Services
Julie McManus	LHS Associate Principal
William Quick	Athletics Director
Johnnie Ross	Director of Maintenance Services
Shelly Slaton	Assistant Superintendent of Education Services and Accountability



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Daniel Spikes	Assistant Superintendent of Administrative Services
Kurt Stephens	Deputy Superintendent
Brad Stewart	Executive Director of Technology
Lynn Torres	Superintendent

Each campus/facility has a designated COVID-19 Response Coordinator who will be responsible for initiating response protocols and for communicating campus- or facility-related COVID-19 information to our staff, students, and families. Please see the list below for the coordinators for each campus. Our district COVID-19 coordinator is Ms. Gabi Tamez, and she can be reached by calling (936) 630-4260.

### Campus/Facility Coordinators

Campus/Facility	Principals/Directors	COVID-19 Coordinator(s)
Anderson Elementary	Cindy Nerren	Drew Huffty
ACE	Scott Walters	Scott Walters
Brandon Elementary	Pam McClendon	Susan Liles
Brookhollow Elementary	Amy Fain	Tarsha Henderson
Burley Primary	Yaneth Clifton	Julie Palacios
Coston Elementary	Starla Hill	Josh Slack
Dunbar Primary	Dorinda Wade	Dorinda Wade
Garrett Primary	Cherree Hall	Darlene Mosley
Hackney Primary	Kelly Ford-Proutt	Jan Fulbright
Herty Primary	Jill Riggs	Jill Riggs
Kurth Primary	Dana Bickley	Dana Bickley
Lufkin High School	Andre Emmons	Harlan Neal
Lufkin Middle School	Andres Mijares	Gina Green
Slack Elementary	Danny Whisenant	Angelica Palacios
Trout Primary	Cindy Stewart	Cindy Stewart
Athletics	William Quick/Kristen Belshaw	William Quick/Kristen Belshaw
Central Administration		April Lee
DEC		Cindy Tierney
Maintenance Services	Johnnie Ross	April Lee
Custodial Services	Jesus Rodriguez	April Lee
Student Nutrition Services	Amanda Calk	Amanda Calk
Technology	Brad Stewart	Josh Williams
Transportation Services	Tiffany Sootoo	April Lee



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### Health and Safety Guidance

#### Physical Safety: Prevention and Mitigation Approaches

**Supplies and Ventilation:** The district ordered a number of supplies that have been/will be distributed to our various campuses/departments. Those supplies include:

- 467 Global Plasma/Bi-Polar Ionization Air Purification systems in all LISD campuses, department facilities, and the Central Administration Building. The purification systems are placed before the cooling coils in the HVAC systems. This will keep the coils clean and kill pathogens in the air downstream. The purification units are also being installed at C.H.I.-St Luke's Memorial Hospital, in jetways of the major airlines, and in high volume sports and entertainment arenas.
- (150) 4' x 6' mobile dividers to be placed in strategic areas at all campuses and LISD facilities, and (64) 31.75" x 3' desktop acrylic dividers for reception and office areas.
- 55-gallon containers of vital oxide disinfectant, Victory Backpack Electrostatic sprayers, and Victory handheld electrostatic sprayers to be used throughout our schools, programs, and departments.

**Maintenance and Custodial Protocols:** Maintenance Services will continue to maintain the following practices:

- Ensuring trash is removed daily and disposed of safely
- Placing hand sanitizer in restrooms, classrooms, hallways, and near entrances and exits where possible
- Establishing cleaning and disinfecting protocols so that district buildings are cleaned and disinfected frequently

**Masks** – Students and staff are no longer required to wear masks but may wear a mask if they so choose. If our 10-day total of positive cases exceeds 75, however, masks may be required again.

**Temperature Checks/Screening** – Schools are not required to check students' temperatures before entering campus. We are asking our families to assist us by monitoring their child's symptoms daily and to consider checking their temperature daily. If a child is experiencing symptoms related to COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), we encourage our families to keep their children at home.



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Our staff will no longer be required to complete the daily self-screener on Skyward. However, we encourage our staff to continue to monitor for COVID-19 symptoms daily.

Visitors are also no longer required to complete the self-screener before entering the building.

**Testing** – The district will continue to provide rapid testing. Currently, testing will occur at Hackney Primary Tuesday-Thursday from 9:00-11:00AM and from 2:00PM-4:00PM. There will be also be a drive-thru tent at LMS from 8:15AM-2:30PM Monday through Friday. We will accept a positive result from take-home tests (although we recommend that it is followed up with a test administered by a healthcare professional). However, we will not accept negative results from take-home tests.

**Vaccinations** – We encourage all of our staff and students (who are eligible) to get vaccinated. We encourage you to contact your local pharmacy and/or the Angelina County and Cities Health District to get more information on vaccination days, times, and availability.

**Notifications** – Campuses/facilities will continue to notify students, staff, and families when there is a positive case identified amongst our student/staff population. LISD will also continue to update the district dashboard, tallying the daily positive cases. The district dashboard can be found on our district website at [lufkinisd.org](http://lufkinisd.org).

**Social Distancing** – All staff and students, when possible, are to maintain three-six feet of social distance both indoors and outdoors.

**Materials and Supplies** – Students are still discouraged from sharing materials and supplies. Where applicable, teachers should keep student supplies in individually assigned spaces.

**Backpacks, Lunch Kits, and Other Personal Items** – Students are still discouraged from sharing any personal items and are encouraged to clean/sanitize their items as much as possible. Where applicable, teachers should keep student supplies in individually assigned spaces. Students may bring lunch kits from home.

**Respiratory Etiquette** – Students, staff, and visitors should cover coughs and sneezes with a tissue and if not available with their elbows. Used tissues should be thrown in the trash, and hands should be washed immediately with soap and water for at least 20 seconds or hand sanitizer should be used.

### Instructional Model

This year, we will only be offering in-person instruction for our students. Students will be expected to participate, remain engaged in high quality instruction, and meet mandatory attendance requirements. Lufkin ISD remains committed to monitoring student learning and



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progress, both of which are integral to student success. Therefore, attendance, grades, and assessments will be essential for teachers to determine student progress. District funding and resources are linked to attendance.

**In-Person Instruction** - In-person learning occurs on campus, face-to-face. Students attend school daily, just as they would during a regular school year. Students will follow all safety, sanitation, and social distancing expectations. Staff should be prepared to provide students with work if they have to isolate at home due to COVID-19.

**Meeting student's and staff's social, emotional, and mental health needs, as well as their academic needs, will be a critical focus as we recognize the toll that the pandemic has taken on both adults and children alike. Our counseling department will work to develop, implement, and evaluate research-based plans to meet student needs.**

### Building Spaces

**Classrooms, Large Gathering Areas, and other Building Spaces** – Each campus should continue to minimize crowding before and after school as well as during transitions (if applicable).

Schools should develop protocols to minimize the likelihood of several individuals being in a confined area at any given time (e.g., retrieving mail from the mailroom, making copies).

Staff meetings can once again be held in person. However, we encourage you to provide adequate space between seats when possible.

**Classroom Configurations** – Lufkin ISD staff members are encouraged to space student learning spaces three-six feet apart, as feasible. In some instances, common areas may be used for instruction with similar distancing. We also encourage classes to meet outside when appropriate. Maintenance Services will be working with campus principals/facility directors to replace plexiglass barriers where needed.

**Visitors/Outside Vendors/Outside Food** – The number of visitors to schools will continue to be limited this year. We are slowly allowing outside organizations, who provide educational support (e.g., tutoring, mentoring), to resume providing those services this year. Those decisions will be made on a case-by-case basis at the local campus level. We are, however, still limiting unscheduled visits. Thus, parents/guardians will not be allowed to visit classes, have lunch, etc. with their child until further notice. In addition, we are still not allowing outside food deliveries, etc. We are also discouraging parents/guardians from bringing food for birthdays, parties, etc. unless the food items are individually wrapped.

**Restrooms, Handwashing, and Water Fountains** – Schools will work to minimize groups of students going to the restroom at the same time. Students should be reminded to maintain proper social distance and to properly wash and sanitize their hands frequently.



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Students are encouraged to continue to bring their own water bottles to school and utilize the hands-free water fountains to fill their water bottles. The non- hands-free water fountains will continue to be inaccessible. We will no longer be providing water bottles throughout the day.

**Isolation Rooms** – Isolation rooms are no longer required. However, symptomatic students should be separated (and monitored) until a parent/guardian can arrive to pick up students.

### Educational Experiences/Activities

**Educational Field Trips** – Our hope is that most educational field trips will return this year. These decisions will be made on a case-by-case basis as we continue to monitor transmission rates in the area and in the destination areas. Please consult with central administration as you plan field trips for the school year.

**Other School Events** – Some school events (e.g., Open House, Field Day) that were cancelled/held virtually last year will be allowed to be held in person. Those events will be handled on a case-by-case basis. The Central Office will be providing updates throughout the year as we monitor transmission rates, etc. However, if you have questions about specific events, please contact the Assistant Superintendent of Administrative Services or the Assistant Superintendent of Education Services and Accountability. As you schedule these events, please structure these events to allow for adequate spacing, ventilation, proper cleaning/sanitizing, etc. when possible. Some events, specifically those that include our most vulnerable populations (e.g., Grandparents' Day), will be cancelled until further notice.

**Extracurricular Events/After-school Programs** – Our after-school programs and extracurricular activities can resume this year. However, we will continue to monitor transmission rates and may have to make last-minute changes if conditions warrant it.

**UIL Activities** -- Protocols established by the University Interscholastic League (UIL) will be followed for all UIL programs. Please contact coaches/directors/sponsors if you have questions.

### Meals and Transportation

**Meals** – Lufkin ISD will be following child nutrition guidelines as they plan for in-person learning for the upcoming school year. Students may bring a lunch from home in a lunch kit or paper bag. Campuses can continue with previous eating procedures put in place last year or can resume normal procedures when/if conditions warrant it.

**We are also asking our staff and families to help us as we institute the following practices:**

- Again, outside delivery may not be allowed on campus until further notice.



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- Parents/guardians will not be allowed to have breakfast or lunch with their child.
- Students will use hand sanitizer/wash hands upon entering and exiting the cafeteria.

**Transportation** – Students are encouraged to utilize other means of transportation, if available. However, buses will still be provided to take our students to and from their schools. We are asking for students to have their temperature taken before leaving home. If the student has a temperature above 100 degrees, then he or she should remain home. Students will be provided hand sanitizer upon entering and exiting the bus.

Buses will be disinfected frequently.



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Utilizing guidelines provided by the CDC and TEA, we have developed response protocols for when someone within our school community tests positive, is exposed to a positive COVID-19 case, or experiences symptoms related to COVID-19. Each campus has a campus coordinator (see list on page 4) who are/will be trained to implement our COVID-19 response protocols.

In order to be protected from this virus, including the recent Delta and Omicron variants, **it will be critical for parents, students, and staff to not come to school if they are experiencing any symptoms that could be caused by COVID-19.** Honest and forthright compliance with the following protocols will provide LISD and our children with the best chance of a healthy, productive, and successful school year.

### What are COVID-like symptoms?

**COVID-19 Symptoms** (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> | <https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html#clinical-presentation>)

Experiencing one or more of the following symptoms is considered to be symptomatic:

- Fever of 100.0 degrees or higher
- Chills
- Cough
- Congestion
- Fatigue
- Runny Nose
- Body aches and muscle pain
- Loss of taste or smell
- Difficulty breathing
- Shortness of breath
- Headache
- Sore throat
- Diarrhea
- Vomiting



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### Protocol 1: Positive or Presumed Positive for COVID-19

**Contact information:** Ensure all personal contact information and emergency contact information of the positive or presumed positive case is up to date.

**Isolation:** The individual is directed to not enter any district building or campus until he/she has met the return to school/work criteria listed below.

**Communications:** Direct all communications to the COVID-19 coordinator about his/her condition and/or ability to return to school/work.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a classroom or extracurricular or after-school program cohort if a test-confirmed COVID-19 case is identified among students, teachers or staff who participated in those classrooms or cohorts. Please complete the Angelina County and Cities Health District form, and submit it to Mrs. April Lee in Human Resources Services of LISD.

If you have a class or department where more than one individual (student or staff member) tests positive in a given 10-day period, please contact Mrs. April Lee in Human Resources for further guidance.

**Health status:** Require individuals to provide health status updates.

**Student Return to school timeline per TEA and CDC guidelines: Students with a positive test result can return to school when the following conditions are met:**

- Ten days from the onset of symptoms AND fever-free without fever-reducing medicine for at least 24 hours AND symptoms are improving; **or**
- Ten days from the positive test if asymptomatic.

**Staff Return to work timeline per TEA and CDC guidelines: Staff with a positive test result can return to work when the following conditions are met:**

- Five days from the onset of symptoms AND fever-free without fever-reducing medicine for at least 24 hours AND symptoms are improving; **or**
- Five days from the positive test if asymptomatic.

**Leave:** LISD employees who contract COVID-19 are now eligible for Emergency Paid Sick Leave. Employees will need to go to the following website to complete their leave request: <https://sites.google.com/lufkinisd.org/covid-19staffinformationpage/home/covid-19-leave-form>.

**Cleaning/Sanitation:** The campus coordinator will implement the campus disinfecting protocol.



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[Dear (Parent/Guardian/LISD Employee)],

Thank you for notifying us that **[you/your child]** received a confirmed diagnosis for COVID-19. LISD will notify all individuals identified as having a potential exposure risk. When communicating with others, LISD will keep **[your/your child's]** personal and medical information confidential.

We ask that you assist us with the following as we work to prevent and reduce the spread of COVID-19:

- **Isolation:** **[You/Your child are/is]** directed to not enter any district building or campus until the following criteria has been met:
  - 5/10 days since onset of symptoms/since results of positive test result and
  - 24 hours with no fever without the use of fever-reducing medication and
  - Improved symptoms (e.g. cough, difficulty breathing, etc.)
- If the criteria listed above has not been met after 5/10 days, please notify **[name of COVID-19 Coordinator]**.

Please contact **[insert COVID-19 Coordinator name]** at **[(XXX)-XXX-XXXX]** if you have any questions/concerns.

Sincerely,

**[Principal or Director Signature and Printed Name]**



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[Estimado (**Parent/Guardian/LISD Employee**)],

Gracias por notificarnos que usted o su hijo recibieron un diagnóstico confirmado de COVID-19. LISD notificará a todas las personas identificadas como con riesgo potencial de exposición. Al comunicarse con otros, LISD mantendrá la confidencialidad de su información personal y médica **[la de su hijo]**.

Le pedimos que nos ayude con lo siguiente mientras trabajamos para prevenir y reducir la propagación de COVID-19:

- **Aislamiento: Se le indica a usted /su hijo/** a que no ingrese a ningún edificio o escuela del distrito hasta que se cumplen los siguientes criterios:
  - 5/10 días desde la aparición de los síntomas / desde los resultados de la prueba positiva y
  - 24 horas sin fiebre sin el uso de medicamentos y que
  - Mejore los síntomas (por ejemplo, tos, dificultad para respirar, etc.)
- Si los criterios enumerados anteriormente no se han cumplido después de 5/10 días, notifique a (nombre de COVID-19 coordinador)

Comuníquese con **[insert COVID-19 Coordinator name]** al **[(XXX)-XXX-XXXX]** si tiene algunas preguntas / preocupaciones.

Sinceramente,

**[Principal or Director Signature and Printed Name]**



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**[Date]**

According to the Texas Education Agency, school districts are required to notify all teachers, staff, and families of all students in a classroom or extracurricular or after-school program cohort if a test-confirmed COVID-19 case is identified among students, teachers or staff who participated in those classrooms or cohorts.

This notice is to inform you that a person in your child's **[classroom/extracurricular activity/after school program]** has tested positive for Covid-19. At this time, your child does not have to quarantine unless you choose to quarantine him/her. However, please watch him/her and if your child has any symptoms, keep him/her home and call the school. We ask that you, as always, watch for symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

If you, your child, or any member of the **[campus/facility name]** community does begin experiencing any of these symptoms in a way that is not typical, we encourage you to contact your physician. We encourage anyone in the **[campus/facility name]** community who is lab-confirmed to have COVID-19 to please notify our school by contacting **[COVID-19 coordinator name]** at **[(XXX) XXX-XXXX]**.

The district will continue to take steps to promote the safety of all students and staff. We will continue to follow our COVID-19 safety procedures and monitor exposure risks.

If you have any questions or concerns, please contact the COVID-19 coordinator, campus principal, or facility director/supervisor.

Sincerely,

**[Principal or Director Signature and Printed Name]**



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**[Date]**

Según la Agencia de Educación de Texas, los distritos escolares deben notificar a todos los maestros, personal y familias de todos los estudiantes en un salón de clases o cohorte de programas extracurriculares o extracurriculares si se identifica un caso de COVID-19 confirmado por prueba entre estudiantes, maestros o personal que participó en esos salones de clases o grupos. Este aviso es para informarle que una persona en el **[salón de clases / actividad extracurricular / programa después de la escuela]** de su hijo ha dado positivo por Covid-19. En este momento, su hijo no tiene que ponerse en cuarentena a menos que usted elija ponerlo en cuarentena. Sin embargo, vigílelo y si tiene algún síntoma, déjelo en casa y llame a la escuela. Le pedimos que, como siempre, esté atento a los síntomas del COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

Si usted o cualquier miembro de la comunidad de **[campus/facility name]** empieza a experimentar alguno de estos síntomas de una manera que no es típica, le recomendamos que se comunique con su médico. Alentamos cualquier persona en la comunidad de **[campus/facility name]** que esté confirmado por laboratorio que tiene COVID-19 para que nos notifique a nuestra escuela comunicándose con **(COVID-19 coordinator name)** al **[(XXX) XXX-XXXX]**.

El distrito continuará tomando medidas para promover la seguridad de todos los estudiantes y el personal. Seguiremos nuestros procedimientos de seguridad COVID-19 y controle los riesgos de exposición.

Si tiene alguna pregunta o inquietud, comuníquese con el coordinador de COVID-19, el director de la escuela o director/ supervisor de la instalación.

Sinceramente,

**[Principal or Director Signature and Printed Name]**



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**Angelina County & Cities Health District**  
**Angelina, Polk, San Augustine County Schools**  
**School/ISD's Positive COVID-19 Reporting Form**  
 ACCHD Reporting Email: [ggamez@lufkinisd.org](mailto:ggamez@lufkinisd.org)

<b>I. Nurse/Reporting Staff:</b>	
<b>Name, Title:</b>	
<b>Contact Information (email and phone):</b>	
<b>School Name/District:</b>	
<b>Date/Time of Report to DSHS/LHD:</b>	
<b>County Name:</b>	Angelina
<b>** ALL questions in this Section should be Answered and Completed**</b>	
<b>LAB RESULTS COVID-19 Result:</b>	<input type="checkbox"/> Positive <input type="checkbox"/> Negative
<b>Collection Date &amp; Time (Test Date):</b>	
<b>Test Name:</b>	<b>Test Type:</b> <input type="checkbox"/> Antigen <input type="checkbox"/> PCR <input type="checkbox"/> Antibody
<b>Testing Facility Name or School Name:</b>	
<b>Collected by (Signature if campus nurse):</b>	
<b>** Vaccination History**</b>	
<b>Is this person fully vaccinated?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>Manufacturer:</b>	

<b>II. School Identification:</b>	<b>Staff/Faculty</b>	<b>Staff Position:</b>
	<b>Student</b>	<b>Grade Level of Student:</b>
<b>Last Name, First Name:</b>		
<b>Parent/Guardian (if student)</b>		
<b>Guardian/Staff Phone Number:</b>		
<b>Sex:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	



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<b>Date of Birth:</b>			
<b>Is the person Symptomatic:</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>School/campus(s) effected:</b>		If yes, date onset:	
<input type="checkbox"/> Preschool		<input type="checkbox"/>	
<input type="checkbox"/> Elementary		<input type="checkbox"/>	
<input type="checkbox"/> Middle School		<input type="checkbox"/>	
<input type="checkbox"/> High School		<input type="checkbox"/>	
<b>Bus Rider?</b>	<input type="checkbox"/>	If Yes, Bus #	<input type="checkbox"/>
<b>Date staff or student was last on school campus (MM/DD/YYYY):</b>		<b>Time staff or student was last on school campus (AM/PM):</b>	
<b>What extracurricular activities is the student involved in?</b>			
Band	Baseball	Basketball	Golf
Choir	Football	Softball	Soccer
Theater	Volleyball	Track and Field	Tennis
			Cheer
			Dance/Drill Team
			Swimming

**\*Please use this space for any specific notations. \_**

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**If you have any questions or concerns when obtaining this information, please contact:**  
[gtamez@lufkinisd.org](mailto:gtamez@lufkinisd.org)



## LUFKIN INDEPENDENT SCHOOL DISTRICT

Date: \_\_\_\_\_

Parents,

This notice is to inform you that there have been 2 or more reported positive cases of COVID-19 in your child's classroom.

While it is not a requirement, we are strongly recommending that you keep your child home for the remainder of this week and monitor your child for symptoms. We would also recommend that your child gets tested. If your child develops symptoms or tests positive, please notify us as soon as possible. If your child opts not to get tested/tests negative and does not develop symptoms, we recommend that he/she returns to school on \_\_\_\_\_.

Again, our doors will be open, so if you choose to continue to bring your child to school, you are more than welcome to do so. In the meantime, closely monitor your child for symptoms, and please do not bring your child to school if he/she is experiencing one or more of the following:

- Fever
- Chills
- Cough
- Congestion
- Runny Nose
- Fatigue/Extreme Tiredness
- Body aches and muscle pain
- Loss of taste or smell
- Difficulty breathing
- Shortness of breath
- Headache
- Sore throat
- Diarrhea
- Vomiting

We appreciate your support and understanding during this challenging time. Please contact me at \_\_\_\_\_ if you have any questions.



## LUFKIN INDEPENDENT SCHOOL DISTRICT

Sincerely,

Principal

Fecha: \_\_\_\_\_

Padres,

Este aviso es para informarle que se han reportado 2 o más casos positivos de COVID-19 en el salón de clases de su hijo.

Si bien no es un requisito, le recomendamos encarecidamente que mantenga a su hijo en casa durante el resto de esta semana y controle los síntomas de su hijo. También recomendamos que su hijo se haga la prueba. Si su hijo presenta síntomas o da positivo en la prueba, avísenos lo antes posible. Si su hijo opta por no hacerse la prueba o la prueba es negativa y no presenta síntomas, le recomendamos que regrese a la escuela el \_\_\_\_\_.

Nuevamente, nuestras puertas estarán abiertas, por lo que si decide continuar trayendo a su hijo a la escuela, puede hacerlo. Mientras tanto, vigile de cerca a su hijo para detectar síntomas y no lo lleve a la escuela si está experimentando uno o más de los siguientes:

- fiebre
- Escalofríos
- tos
- Congestión
- Nariz que moquea
- Fatiga / cansancio extremo
- Dolores corporales y musculares.
- Pérdida del gusto o el olfato.
- dificultad para respirar
- dificultad para respirar
- dolor de cabeza
- dolor de garganta
- diarrea
- Vómitos

Agradecemos su apoyo y comprensión durante este momento desafiante. Comuníquese conmigo al \_\_\_\_\_ si tiene alguna pregunta.

Sinceramente,



## LUFKIN INDEPENDENT SCHOOL DISTRICT

Date:

Parents,

This notice is to inform you that there have been 3 or more reported positive cases of COVID-19 in your child's classroom.

To help mitigate the spread of COVID-19, we are asking that you not bring your child to school until \_\_\_\_\_.

Please closely monitor your child for symptoms; if he/she develops one of the following symptoms, please seek guidance from a medical professional and contact us at your earliest convenience:

- Fever
- Chills
- Cough
- Congestion
- Runny Nose
- Fatigue/Extreme Tiredness
- Body aches and muscle pain
- Loss of taste or smell
- Difficulty breathing
- Shortness of breath
- Headache
- Sore throat
- Diarrhea
- Vomiting

We appreciate your support and understanding during this challenging time. Please contact me at \_\_\_\_\_ if you have any questions.

Sincerely,

Principal



## LUFKIN INDEPENDENT SCHOOL DISTRICT

Fecha

Padres,

Este aviso es para informarle que se han reportado 3 o más casos positivos de COVID-19 en el salón de clases de su hijo.

Para ayudar a mitigar la propagación de COVID-19, le pedimos que no traiga a su hijo a la escuela hasta el martes \_\_\_\_\_.

Por favor, vigile de cerca a su hijo para detectar síntomas; Si desarrolla uno de los siguientes síntomas, busque la orientación de un profesional médico y comuníquese con nosotros lo antes posible:

- fiebre
- Escalofríos
- tos
- Congestión
- Nariz que moquea
- Fatiga / cansancio extremo
- Dolores corporales y musculares.
- Pérdida del gusto o el olfato.
- dificultad para respirar
- dificultad para respirar
- dolor de cabeza
- dolor de garganta
- diarrea
- Vómitos

Agradecemos su apoyo y comprensión durante este momento desafiante. Comuníquese conmigo al \_\_\_\_\_ si tiene alguna pregunta.

Sinceramente,

Principal



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### **Protocol 2: High-Risk Exposure to Positive COVID-19 Case (Household Exposure to COVID-19)**

**Note:** This protocol only applies to an individual who lives in the same household as someone who has contracted COVID-19. If an individual is exposed to a positive case and does not live in the same household with that positive case, please consult with the campus/facility COVID-19 coordinator for guidance.

**Contact information:** Ensure all personal contact information and emergency contact information of the positive or presumed positive case is up to date.

**Quarantine:** The individual is directed to not enter any district building or campus for at least 5-10 calendar days from the last known exposure or until authorized by the COVID-19 coordinator in consultation with HR.

\*Individuals who have previously tested positive for COVID-19 and are exposed to a positive case in their household within 90 days of testing positive are no longer required to quarantine. However, they still must monitor for symptoms. If symptoms develop, they will be required to follow Protocol #3. Individuals must provide proof of having previously tested positive to his/her COVID-19 coordinator.

**Monitor for symptoms:** Out of an abundance of caution, it is advised that the individual monitor his/her health, follow CDC guidelines for people who have had close contact and contact his/her primary care physician if he/she develops symptoms.

**Notice:** If the individual begins to exhibit symptoms or receives a confirmed diagnosis of COVID-19, he/she must immediately notify the COVID-19 coordinator and/or his/her immediate supervisor, and the coordinator will refer to Protocol 1 (if positive).

**Communications:** Direct all communications to the COVID-19 coordinator and his/her direct supervisor.

**Contact:** The COVID-19 coordinator will send a follow-up letter to the exposed individual(s).

**Return to school/work timeline:** Students who have been exposed to a positive COVID-19 case can return to school when the following condition is met:



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- Quarantine for 10 days since their last direct contact with the positive case of COVID-19. The individual can return on day 11. Or
- Quarantine for 7 days since their last direct contact with the positive case of COVID-19 with a negative rapid antigen test administered on day 7 or a negative PCR test administered on days 5-7. **Please note that the individual must remain quarantined for a full 7 days regardless of the date he/she receives test results. In essence, he/she can return on day 8.**

Staff who have been exposed to a positive COVID-19 case can return to work when the following condition is met:

- Quarantine for 5 days since their last direct contact with the positive case of COVID-19. The individual can return on day 6. Individuals must continue to monitor themselves daily for symptoms and take appropriate precautions (e.g., mask wearing) through day 10. If the individual is not able to quarantine from the positive case, then he/she would need to quarantine for 5 + 5 days for a total a minimum of 10 days.

**Leave:** LISD employees who contract COVID-19 or are required to quarantine because someone in the household has tested positive for COVID-19 are now eligible for Emergency Paid Sick Leave. Employees will need to go to the following website to complete their leave request: <https://sites.google.com/lufkinisd.org/covid-19staffinformationpage/home/covid-19-leave-form>.



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**[Date]**

**[Dear (Parent/Guardian/LISD Employee)],**

Thank you for notifying us that a member of your household received a confirmed diagnosis for COVID-19. LISD will notify all individuals identified as having a potential exposure risk. When communicating with others, LISD will keep all personal and medical information confidential.

We ask that you assist us with the following as we work to prevent and reduce the spread of COVID-19:

- **Quarantine:** At this time, **[you/your child is/are]** directed to not enter any district building or campus until 5/10 days since **[your/his/her]** last known date of contact with the infectious person. Since **[you/your child is/are]** living in the same household, we ask that **[you/your child]** quarantine from the infectious person if possible. If this is not a possibility, then the quarantine period will begin after the infectious person is no longer considered infectious (5/10 days since onset of symptoms, 24 hours with no fever without the use of fever-reducing medication and all other symptoms have improved).

If **[you/your child]** is able to quarantine from the positive case, then **[you/your child]** can return to **[work/school]** on:

**[Date: 5/10 days from the last known date of contact]**

**[Date: 7 days from the last known date of contact with a negative COVID-19 PCR test]. Please note that the test cannot be administered until [Date], which is 5 days since the last known date of contact.**

**[Date: 7 days from the last known date of contact with a negative COVID-19 rapid antigen test]. Please note that the test cannot be administered until [Date], which is 7 days since the last known date of contact.**

If the criteria listed above has not been met after 5-10 days, please notify **[name of COVID-19 Coordinator]**. If **[you/your child]** develop(s) symptoms or test(s) positive for COVID-19, please notify your health care provider and **[name of COVID-19 Coordinator]**.



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Please contact **[insert COVID-19 Coordinator name]** at **[(XXX)-XXX-XXXX]** if you have any questions/concerns.

Sincerely,

**[Principal or Director Signature and Printed Name]**

**[Date]**

Estimado **[Padre/Tutor/Empleado de LISD]:**

Gracias por notificarnos que un miembro de su hogar recibió un diagnóstico confirmado de COVID -19. LISD notificara a todas las personas identificadas con riesgo potencial de exposición. Al comunicarse con otros, LISD mantendrá la confidencialidad de toda la información médica y personal.

Le pedimos que nos ayude con lo siguiente mientras trabajamos para prevenir y reducir la propagación de COVID -19.

- **Aislamiento:** En este momento, **[usted/su hijo(a)]** tiene instrucciones de no ingresar a ningún edificio de distrito o escuela hasta 10 días desde su última fecha conocida de exposición a la persona infecciosa. Ya que **[usted/su hijo(a)]** vive/ viven en el mismo hogar, le pedimos que **[usted/su hijo(a)]** lo ponga en cuarentena de la persona infecciosa si es posible. Si esto no es posible, entonces el periodo de cuarentena comenzar después de que la persona infecciosa ya no se considere infecciosa (10 días desde el inicio de síntomas, 24 horas sin fiebre sin el uso de medicamentos para reducir la fiebre y todos los demás síntomas han mejorado).

Si **[usted / su hijo]** puede ponerse en cuarentena del caso positivo, entonces **[usted / su hijo]** puede regresar a **[trabajo / escuela]** el:

**[Fecha: 10 días desde la última fecha conocida de contacto]**

**[Fecha: 7 días a partir de la última fecha conocida de contacto con una prueba de PCR COVID-19 negativa].** Tenga en cuenta que la prueba no se puede administrar hasta el **[Fecha]**, que son 5 días desde la última fecha conocida de contacto.

**[Fecha: 7 días a partir de la última fecha conocida de contacto con un COVID-19 rápido negativo prueba de antígeno].** Tenga en cuenta que la prueba no se puede administrar hasta el **[Fecha]**, que es de 7 días desde la última fecha conocida de contacto.

Si los criterios enumerados anteriormente no se han cumplido después de 7-10 días, favor de notificar a **[name of your COVID-19 coordinator]** Si **[usted /su hijo (a)]** presenta síntomas o da positivo en la prueba de COVID-19 notifíquelo a su proveedor de atención médica y **[name of your COVID -19 coordinator]**.



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Comuníquese con [insert the name of your COVID-19 coordinator] al [(XXX)-XXX-XXXX] si tiene alguna una pregunta / preocupación.

Sinceramente,

[Principal or Director Signature and Printed Name]

### Protocol 3: Experiencing COVID-like Symptoms

**Contact information:** Ensure all personal contact information and emergency contact information of the person experiencing COVID-like symptoms is up to date.

**Isolation:** The individual is directed to not enter any district building or campus.

**If experiencing symptoms while at school:**

Schools must immediately separate the individual until the student can be picked up by a parent or guardian. Staff members experiencing symptoms must contact their supervisor and/or COVID-19 coordinator and must be separated as soon as possible. Schools will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as feasible.

Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

**\*Please note that this protocol applies to all individuals experiencing COVID-19 symptoms, including those who have received the vaccine and those who have tested positive for COVID-19 within the last 90 days.**

**Communications:** Direct all communications to the COVID-19 coordinator about his/her condition and/or ability to return to school/work.

**Contact:** Send a follow-up letter to the individual experiencing symptoms (see pages 27-30).

**Return to school/work timeline per TEA and CDC guidelines: Individuals experiencing symptoms can return to school/work when the following conditions are met:**

- Five/Ten days from the onset of symptoms AND fever-free without fever-reducing medicine for at least 24 hours AND symptoms are improving; **or**
- Medical release: A release from his/her treating physician must be submitted to the COVID-19 coordinator before he/she may return to school/work if the individual would like to return to school/work before meeting the three conditions above. This release should provide an



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alternative diagnosis or documentation of a negative PCR COVID-19 test or a negative antigen test (i.e., rapid test).

**Leave:** LISD employees who have COVID-19 symptoms will have to utilize their personal leave for the days they are out from work unless they receive a positive COVID-19 test result.

Dear **[Parent/Guardian/LISD Employee]**,

Thank you for notifying us that **[you/your child are/is]** experiencing COVID-19 symptoms.

We ask that you assist us with the following as we work to prevent and reduce the spread of COVID-19:

- **Isolation:** **[You/Your child are/is]** directed to not enter any district building or campus until the following criteria has been met:
  - 5/10 days since onset of symptoms/since results of positive test result **and**
  - 24 hours with no fever without the use of fever-reducing medication **and**
  - Improved symptoms (e.g. cough, difficulty breathing, etc.)
- If you believe that **[your/your child's]** symptoms are unrelated to COVID-19, you can submit a medical release with an alternate diagnosis or provide proof of a negative PCR COVID-19 test or a negative antigen test (i.e. rapid test).

Please contact **[COVID-19 coordinator name]** at **[(XXX)-XXX-XXXX]** if you have any questions.

Sincerely,

**[Principal or Director Signature and Printed Name]**



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Estimado **[Parent/Guardian/LISD Employee]**,

Gracias por notificarnos que **[usted/o su hijo están/está]** experimentando síntomas de COVID-19.

Le pedimos que nos ayude con los siguiente mientras trabajamos para prevenir y reducir el contagio de COVID- 19:

- **Aislamiento:** **[usted/o su hijo/ está/o es]** dirigido a no ingresar a ningún edificio o escuela del distrito hasta que se cumplen los siguientes criterios:
  - 5/10 días desde la aparición de la prueba positiva y
  - 24 horas sin fiebre sin el uso de medicamento y que
  - Mejore los síntomas (por ejemplo, tos, dificultad para respirar, etc.)
- Si cree que sus síntomas o los de su hijo no están relacionados con COVID-19, puede enviar un comunicado médico con un diagnóstico alternativo o proporcionar prueba de un PCR COVID - 19 un negativa de antígeno negativa.

Comuníquese con **[COVID-19 coordinator name]** al **[(XXX)-XXX-XXXX]** si tiene alguna pregunta.

Sinceramente,

**[Principal or Director Signature and Printed Name]**



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Dear **[Parent/Guardian/LISD Employee]**,

This letter serves as notification that **[name of child]** is experiencing COVID-19 symptoms and is being sent home from school.

We ask that you assist us with the following as we work to prevent and reduce the spread of COVID-19:

- **Isolation:** Your child is directed to not enter any district building or campus until the following criteria has been met:
  - 5/10 days since onset of symptoms/since results of positive test result **and**
  - 24 hours with no fever without the use of fever-reducing medication **and**
  - Improved symptoms (e.g. cough, difficulty breathing, etc.)
- If you believe that your child's symptoms are unrelated to COVID-19, you can submit a medical release with an alternate diagnosis or provide proof of a negative PCR COVID-19 test or a negative antigen test (i.e. rapid test).

Please contact **[COVID-19 coordinator name]** at **[(XXX)-XXX-XXXX]** if you have any questions.

Sincerely,

**[Principal or Director Signature and Printed Name]**



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Estimado **[Parent/Guardian/LISD Employee]**,

Esta carta sirve como notificación de que **[name of child]** está experimentando COVID-19 síntomas y está siendo enviado a casa desde la escuela.

Le pedimos que nos ayude con los siguientes mientras trabajamos para prevenir y reducir el contagio de COVID-19:

- **Aislamiento:** Su hijo está dirigido a no ingresar a ningún edificio o escuela del distrito hasta que se cumplan los siguientes criterios:
  - 5/10 días desde la aparición de la prueba positiva y
  - 24 horas sin fiebre sin el uso de medicamento y que
  - Mejore los síntomas (por ejemplo, tos, dificultad para respirar, etc.)
- Si cree que sus síntomas o los de su hijo no están relacionados con COVID-19, puede enviar un comunicado médico con un diagnóstico alternativo o proporcionar prueba de PCR COVID-19 negativa o un pruebas de antígeno negativa (prueba rápida).

Comuníquese con **[COVID-19 coordinator name]** al **[(XXX)-XXX-XXXX]** si tiene alguna pregunta.

Sinceramente,

**[Principal or Director Signature and Printed Name]**



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