Celebrating our Community

2022 - 2023

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

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Lake Travis Independent School District
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Introduction

The conditions surrounding the COVID-19 pandemic are continually evolving and LTISD’s plans will continue to be evaluated to adapt as necessary. Plans will remain flexible to accommodate potential changes and the plan may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Lake Travis ISD website will provide you with the most up-to-date information.

The health and safety of our school community is of utmost importance as Lake Travis ISD officials continue to closely monitor COVID-19 conditions in our community. LTISD will continue to consult available guidance through governmental and public health agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards, and accessibility standards to address individual needs.

Anyone with concerns regarding COVID protocols on campus may contact the following campus personnel:

- Lake Travis High School - Debbie Garinger
- Bee Cave Middle School - Melanie Beninga
- Hudson Bend Middle School - Laura Keogh
- Lake Travis Middle School - Rebecca Hudson
- Bee Cave Elementary School - Kim Kellner
- Lake Pointe Elementary School - Karen Reich
- Lake Travis Elementary School - Lizeth Thompson
- Lakeway Elementary School - Samuel Hicks
- Rough Hollow Elementary School - Vanessa Randels
- Serene Hills Elementary School - Keegan Luedecke
- West Cypress Hills Elementary School - Amy Russ

ESSER III Requirements

Elementary and Secondary School Emergency Relief III (ESSER III) funds are being provided to LTISD as a part of the American Rescue Plan (ARP) Act of 2021, enacted on March 11, 2021. These federal funds are intended to respond to the pandemic and address student learning loss as a result of COVID-19.

As a part of the ESSER III grant requirements, LTISD must develop a Safe Return to In-Person Instruction and Continuity of Services Plan to address
how LTISD will maintain the health and safety of students, educators, and other school and district staff.

Stakeholder input for ESSER III plans was solicited through the following methods:

- ESSER Planning Committee Meetings on May 10, 2021 and June 14, 2021.
- Public input survey sent to all district staff, students, parents, and community members on priorities for funding. The survey opened on June 16, 2021 and closed on June 25, 2021.
- District-level and campus-level administrator meetings to solicit input on the Safe Return to In-Person plan.
- Solicited public input from staff, parents, and community on health and safety priorities for returning to school through a virtual tool called ThoughtExchange. The public input period opened July 20, 2021 and closed on July 29, 2021. Feedback from this process was considered in preparing the Safe Return to In-Person Plan. 3,503 people participated in the survey; 4,053 thoughts were submitted, and 288,599 ratings were given.
- Solicited public input from staff, parents, and community as part of a six month review of the priorities for funding. The survey opened on January 26, 2022 and closed on February 16, 2022.

In accordance with the requirements of ESSER III, this plan will be reviewed and revised, as applicable, every six months, at a minimum.

Protocols for Screening, Symptomatic, and COVID Positive Individuals

Protocols for Screening
All staff must conduct a self-screen prior to entering any campus, other district facility, or a school-related event.

All students and visitors are encouraged to conduct a self-screen prior to any campus, other district facility, or a school-related event.

Self-Screening Questions
People with COVID-19 have a wide range of reported symptoms - from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. For individuals with chronic conditions, a positive self-screening should represent a change from their typical health status.
Self screening with the following questions can help assess the risk that an individual has been exposed to COVID-19 and help determine when symptoms are more likely to be from COVID-19.

★ Have you recently begun experiencing any of the following symptoms in a way that is not normal for you?
   ○ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
   ○ Loss of taste or smell
   ○ Cough
   ○ Difficulty breathing or shortness of breath
   ○ Headache
   ○ Chills
   ○ Sore throat
   ○ Muscle or body aches
   ○ Diarrhea
   ○ Fatigue
   ○ Congestion or runny nose
   ○ Nausea or vomiting

★ Have you had close contact with an individual who is test-confirmed with COVID-19?

★ Have you been tested for COVID-19 and are currently awaiting test results?

Additional Screening
Additional screening of staff or students may be conducted throughout the day, if warranted.

Teachers will monitor students and refer them to the nurse if symptoms are present. The school nurse will assess students who become ill during the school day and parents/guardians will be contacted as needed.

LTISD will not conduct screening COVID testing or pooled testing.

Protocols for Symptomatic Individuals

The best way to prevent illness in our schools and facilities is to stay home when ill. Any individual who believes he/she is sick should not come to campus or work.
LTISD will separate any individual who shows one or more COVID-19 symptoms while at a campus or a district facility until the individual can be screened by school staff and it can be determined whether the individual needs to go home.

COVID-19 is a disease requiring exclusion from school under 25 Tex. Admin. Code § 97.7. As required by the Department of State and Health Services, students, staff and visitors may not attend school or school-related events if they are experiencing symptoms and suspected of having COVID-19. The individual may not return to school or school-related events until the readmission criteria are met.

Reentry Criteria for Symptomatic Individuals
Any individual who is experiencing symptoms and suspected of having COVID-19 may not return to a campus, other district facility, or a school-related event until the following criteria have been met:

★ At least 5 calendar days have passed since symptom onset;
★ 24 hours fever-free without the use of fever-reducing medication; and
★ Improved symptoms.

If the individual has symptoms and is suspected of having COVID-19 but wants to return to school or work before completing the above stay at home period, the individual may return early by either (1) obtaining a medical professional’s note clearing the individual for return based on an alternative diagnosis, though for health privacy reasons the note does not need to indicate what the alternative diagnosis is; or (2) obtaining an acute infection test that comes back negative for COVID-19. A negative rapid antigen test is not sufficient to rule out COVID-19 infection.

Upon reentry, individuals are highly encouraged to follow the CDC guidance on ending isolation for days 6 - 10 following a symptomatic case of COVID-19.

Protocols for COVID-19 Positive Individuals

Reporting
Confirmed COVID-19 positive tests must be reported to LTISD by any individual who has been in school facilities within two days prior to symptom onset or, in the case of asymptomatic individuals who are test-confirmed with COVID-19, within two days prior to the confirming test.

★ A staff member must report a test-confirmed positive COVID-19 result to their supervisor and the Central Administration COVID-19 Technician.
★ A student, parent or other visitor must report a test-confirmed positive result to the campus nurse and/or campus administrator.
If an individual who has been on a campus or other district facility is test-confirmed to have COVID-19, the District must notify its local health department and submit a required report to the Texas Department of State Health Services, in accordance with applicable laws.

Areas heavily used by the individual with the test-confirmed case will be closed off until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus or at the site. In all cases, the high-touch surfaces in those areas will be cleaned.

**Required Isolation**

COVID-19 is a disease requiring exclusion from school under 25 Tex. Admin. Code § 97.7. Accordingly, any individual (student, staff, or visitor) with a COVID-19 positive test result must remain off all campuses, other district facilities, and school-related events until the reentry criteria has been met (see below).

**Reentry Criteria for Test-Confirmed Positive Individuals**

Any individual test-confirmed positive for COVID-19 cannot return to campus, a district facility, or a school-related event until the following reentry criteria have been met:

- ★ 5 calendar days have passed since symptoms first appeared or, for asymptomatic people, the date of the positive test result; and
- ★ 24 hours fever-free without the use of fever-reducing medication; and
- ★ Improved symptoms.

Upon reentry, individuals are highly encouraged to follow the [CDC guidance on ending isolation](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/isolation.html) for days 6 - 10 following a symptomatic case of COVID-19.

In accordance with UIL rules, in addition to the criteria above, a student who has been diagnosed with COVID-19 must receive clearance from a physician prior to returning to participation in UIL marching band or athletic activities.

If the individual has tested positive for COVID-19 and believes the test was a false positive, and wants to return to school/work before completing the above stay at home period, the individual must either (a) obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis, though for health privacy reasons the note does not need to indicate what the alternative diagnosis is, or (b) obtain two PCR acute infection tests (at a physician’s office, approved testing location, or other site) 24 hours apart that come back negative for COVID-19.

**Protocols for Close Contacts**

See CDC’s website for what is considered [Close Contact](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/contact-protection.html).
**Students**
The District will not be conducting close contact tracing or notification of students. The District will work closely with Austin Public Health, when or if required.

The District cannot require all close contact students to quarantine. When students come into close contact with a person test-confirmed to have COVID-19, they are encouraged to quarantine in accordance with CDC recommendations. [See below for how student absences will be addressed]. If a student remains at school after having close contact, parents must closely monitor their student for COVID-19 symptoms and shall not send the student to school if he/she begins exhibiting any symptoms. [See Protocols for Symptomatic Individuals.]

**Staff**
Employees who meet the definition of close contact will be allowed to stay on campus only if the individual is asymptomatic and participates in a periodic rapid testing program. Rapid testing will be conducted by trained staff members at the start of the work day.

Should an employee test positive during this time, he/she must isolate and may not return until the re-entry criteria has been met. If an employee chooses not to participate in the testing, the employee will be required to stay home for the applicable close-contact quarantine period.

**Absences**

**Students**
For students who are positive for COVID or symptomatic, absences will be handled as any other absence due to illness and will be considered excused assuming documentation is provided in accordance with the requirements in the Student Parent Handbook.

Absences for students who are either required to quarantine or who choose to quarantine due to close contact or suspected close contact will be considered excused, for a maximum of 10 calendar days from the date of last exposure with supporting documentation. A principal has the discretion to deem an absence unexcused if other circumstances arise that indicate a questionable pattern of absences or a student remains absent for longer than the required quarantine period.
For families choosing to keep students home who are not COVID positive, symptomatic, close contact, or otherwise excused per LTISD’s attendance procedures (see Student Parent Handbook), the absence will be considered unexcused.

Students will have the opportunity to keep up with instruction through various options including asynchronous lessons using technology and/or daily work from the classroom teacher. Students will not be enrolled in or provided access to a virtual learning classroom.

Staff
Staff are encouraged to contact the Benefits and Leave Office at (512) 533-6021 for information regarding leave options.

Health & Safety Protocols

Protocols for Face Coverings
In accordance with Executive Order GA-38, Lake Travis ISD is prohibited from requiring any person to wear a face covering or to mandate that another person wear a face covering. Therefore, the use of face coverings or face masks is optional for all staff, students, and visitors while at district facilities, whether outside or inside district facilities or while utilizing district transportation. We recognize and respect personal choice including the decision of staff, students and families to wear a mask or other face covering while inside, on campus, or riding district transportation.

★ Parents may elect to have their student(s) to wear a face covering or face mask at any or all times. Staff and visitors may choose to wear a face covering or face mask at any or all times.
★ The District expects all students, staff, and visitors to respect the choice of others regarding the use of face coverings.
★ The District will work to ensure that students are not treated differently as a result of their choice to wear or not wear a face covering.

Handwashing, Hand Sanitizing, and Respiratory Etiquette
Frequent handwashing or hand sanitization is one of the best ways to protect the health and wellness of students, staff, and visitors. The District has an inventory of hand sanitizer which is readily available for anyone who needs it.
★ Hand sanitizer and/or handwashing stations will be available at all main entrances to the campus or other facilities, as well as the receptionist desks, all classrooms, conference rooms, workrooms, cafeterias and common areas throughout the campus and other district facilities.
Staff and students will be expected and encouraged to regularly wash their hands with soap and water or utilize hand sanitizer.

- Visual reminders of best practices and signage for hand washing and frequent hand sanitization will be displayed throughout the campus and other district facilities and in restrooms.
- Key times to wash or sanitize hands include before, during, or after food preparation; before and after eating food; after using the toilet; after blowing your nose, coughing, or sneezing; after touching garbage.
- To prevent the spread of germs, students and staff should wash or sanitize hands before and after touching eyes, nose or mouth; entering and leaving a public place; or touching an item or surface that may be frequently touched by other people.
- Students and staff are encouraged to cover coughs and sneezes with a tissue when not wearing a mask and immediately wash their hands after blowing their nose, coughing, or sneezing.

### Improved Ventilation

LTISD's 2018 Bond Program allocated over $12 million to upgrade the District's HVAC systems. All campuses have had major upgrades to the systems.

- All LTISD facilities have been upgraded from MERV-8 (Minimum Efficiency Reporting Value) commercial-grade pleated filters to the MERV-13 commercial-grade pleated filter. The higher the MERV rating, the more effectively the filter traps small particles. These filters are commonly installed in food and beverage, healthcare, hospitality and industrial facilities to remove contaminants from the air stream and improve air quality.
- LTISD air units have been recalibrated at each facility to bring in more outdoor air and run longer to further filter the air and improve indoor air quality.
- Air filtration in the bus air conditioning systems have been updated to a MERV-6 filter.
- High-Efficiency Particulate Air (HEPA) Filtration Systems installation in common areas and nurse clinics in district facilities to improve air quality.

### Cleaning and Disinfecting

Enhanced cleaning protocols have been identified by district stakeholders as a top priority for a safe return to school.

### Campuses

The following frequent cleaning and disinfection practices will continue to be implemented at all campuses to support a healthy learning and working environment for students and staff.

- Each campus has custodial staffing assigned specifically during the
school day to clean high contact areas and surfaces as well as to quickly respond to areas heavily used by an individual who has been test-confirmed to have COVID-19.

★ Areas that are heavily used by an individual with a test-confirmed COVID positive case will be closed off until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus or at the site. In all cases, the high-touch surfaces in those areas will be cleaned.

★ Each classroom and office will be cleaned and disinfected daily at the end of the day.

★ Each campus has electrostatic sprayers for sanitization of high-contact areas.

★ Staff and students will have access to disinfecting items or wipes and gloves to sanitize working surfaces, shared objects, technology devices, and high-touch areas after use and during breaks in instruction.

★ Tissues will be made available for students and staff to cover coughs and sneezes. Hand sanitizer should be used immediately following any tissue use, and used tissues should be promptly disposed of in the trash can.

★ Cafeteria tables will be wiped down thoroughly between each group with consideration for food allergies in alignment with table cleaning protocols outlined in the District’s Food Allergy Management Plan.

★ In addition to cleaning between classes, electrostatic spraying of all cafeteria tables and seats will occur daily.

★ Athletic areas will be frequently disinfected during the week with an electrostatic sprayer. Disinfectant spray will also be utilized for athletic lockers.

★ Each campus will be disinfected on a monthly basis with a hospital grade, long-lasting antimicrobial coating that provides a disinfectant barrier and provides continuous residual virucidal activity.

★ Cleaning products include EPA-approved hospital-grade cleaners.

★ Water fountains and water bottle fillers will be available for staff and student use. Students are encouraged to continue bringing their own personal water bottles.

Further details on SSC’s COVID-19 Cleaning Strategies and Safety Data Sheets may be found in Appendix A.

Other District Facilities

Other district facilities will be regularly cleaned and disinfected.

★ Daily cleaning and disinfecting will occur at all other district facilities, including cleaning of high-contact areas and surfaces.

★ Common spaces will have disinfecting wipes available.

★ Custodial staff will respond quickly and deep clean areas heavily used by an individual who has been test-confirmed to have COVID-19.
Restrooms at All Facilities
★ All restrooms will be disinfected daily including cleaning knobs, doors, faucets, toilets, stalls and floors.
★ A germicidal cleaner is utilized on all toilet seats and bowls.
★ Electrostatic spraying will also be used as part of daily cleaning strategies.
★ Floors will be auto scrubbed once a week.

Protocols for Buses
Bus routes will run at regular capacity. Although the District is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop students off, carpool or walk with their students to school to reduce possible exposure on buses.

Requirements for Riding the Bus
★ Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
★ When boarding, students will be provided hand sanitizer near the bus stairwell.
★ Students may NOT share drinks or personal devices while on the bus.
★ Students will sit in their assigned seats. The bus driver will maintain a seating chart.
★ Standard bus rules apply while the bus is in motion.

Disinfecting Protocol
★ School bus drivers, bus assistants and staff will spray and wipe down seats and high-touch items twice a day. Each bus will be deep cleaned with disinfectant spray between morning and afternoon pickup and dropoff.
★ If there are any confirmed positive COVID cases on any bus route, the bus will be taken out of rotation until it can be disinfected, including electrostatic spraying of the bus interior.

Physical/Social Distancing Practices
With all students returning to in-person learning and space and facility limitations, the District cannot guarantee that physical/social distancing can be accomplished.
Vaccines

★ Vaccination is optional. The District does not require that either students or staff be vaccinated.
★ For more information on vaccines or to schedule an appointment, more information may be found at [Get a COVID-19 vaccine](#) page.

Visitors and Volunteers

Visitors and volunteers may enter campuses districtwide. Visitors and volunteers must follow all applicable COVID protocols outlined in this plan. The District may reevaluate and update access to campuses as needed to address changes in COVID conditions in our community.

Meetings

★ Parent meetings or conferences may be held in person with a scheduled appointment.
★ The option for virtual parent meetings or conferences will continue to be offered as well.

Events

Campus and district activities and events (e.g., back-to-school, class parties, assemblies, field trips, plays, performances, etc.) may be allowed, but are subject to change based on current conditions.

Social and Emotional Concerns

★ All school counselors are available to support students academically, socially, and emotionally and can provide mental health support or resources for families who may be struggling emotionally.
★ Contact information for your student’s LTISD counselor and local mental health resources can be found on the District website.
★ To ensure staff are equipped to address social, emotional and mental health concerns, LTISD Counseling Services will continue to host training opportunities for all staff including trauma-informed care, mental health first aid, and social emotional learning.

Accommodations

★ Requests for accommodations to these protocols will be considered for those individuals who have a documented medical or disability-related condition that may prevent them from being able to comply.
★ Parents seeking an accommodation for their student must contact their campus principal. The campus principal will provide the parent with an accommodation request packet that must be completed. This
packet will include a verification form to be filled out by a physician. Once the information is returned, student requests for an accommodation will be considered and addressed on an individual case-by-case basis through either the student's 504 committee, ARD committee, or administratively, as applicable.
★ Staff seeking an accommodation to the protocols must contact Evalene Murphy, Assistant Superintendent for Employee & Community Relations, for further information.

**Continuity of Services**

The District intends to continue to use both federal and state money to address students' academic needs and students' and staff social, emotional, mental health and other needs through the following additional resources:
★ Early Literacy/PreK Coach
★ MTSS/504 Coordinator for Elementary School
★ Middle School and High School Social Workers
★ Accelerated Instruction
★ Special Services Instructional Coach
★ Cleaning supplies and materials