



PRO-VISION EDUCATIONAL SERVICES
Pro-Vision Academy Middle School
Pro-Vision Academy High School

COVID-19 HEALTH AND SAFETY POLICY and PLAN

I. Parental and Public Notice

Notice of this Health and Safety Policy will be posted in a conspicuous location on the **PRO-VISIONAL EDUCATIONAL SERVICES (Pro-Vision Academy)** facilities and on the website.

The COVID-19 pandemic continues to be a significant factor in the planning of the safe opening of the 2020-2021 school year. The state requirements around mandatory school attendance remain in effect, and the health and safety of our students, staff and families are our top priorities. With that in mind, the first day of school for students will be September 8, 2020, and, for the most part, all classes will be virtual. Virtual instruction for all students will continue for six weeks, through Friday, October 16, 2020.

Monday, October 19, 2020, will be the first day that we will offer face-to-face, on-campus instruction for students. (This date is subject to change based on COVID-19 conditions across the City of Houston and guidance from local, state, and federal health authorities.) We will continue to provide instruction virtually, as well as face-to-face, because we want parents to have a choice in determining what is best for their child. Although students may switch from virtual instruction to face-to-face instruction, parents are asked to commit to their selected form of instruction for the entire 6-weeks grading cycle.

II. Practices to Prevent the Virus from Entering the School

Pro-Vision Academy Middle School and Pro-Vision Academy High School have implemented specific procedures to prevent the COVID-19 virus from entering the school. The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Because of the hidden nature of this threat, and in accordance with local government orders and guidance, it is the policy of the PRO-VISION EDUCATIONAL SERVICES to require the following:

Required Temperature Checks and COVID-19 Screening Questionnaire:

All staff are required to complete a temperature check and COVID-19 health questionnaire before or upon entering a school or facility. The self-screening includes teachers and staff taking their own temperature and completing the COVID-19 Questionnaire. The data will be collected by the School COVID-19 Contact Person. Additionally, teachers and staff must report to their supervisor or designee if they have COVID-19 symptoms or are test-confirmed with COVID-19. Staff members who test positive must remain off campus until they meet the criteria for re-entry as noted below. They also must report to their supervisor or designee if they have had close contact with an individual who is test-confirmed with COVID-19, as defined at the end of this

document, and, if so, must remain off campus until the 14-day incubation period has passed.

Parents must ensure they do not send a student to school on campus if the student has COVID-19 symptoms or is test-confirmed with COVID-19. Instead, parents should opt to receive remote instruction until the student meets the conditions for re-entry. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is test-confirmed with COVID-19 until the 14-day incubation period has passed. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions should also be asked of a student's parent if that parent will be dropping off or picking up their child from inside the school.

Excluding parental drop-off and pick-up as discussed above, before visitors are allowed onto campuses, Pro-Vision Academy will screen all visitors to determine if the visitors have COVID-19 symptoms or are test-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, Pro-Vision Academy will screen to determine if visitors have had close contact with an individual who is test-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed.

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

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
- the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- at least ten days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school 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 or (b) obtain an acute infection test (at a physician's office, approved testing location, or other site) that comes back negative for COVID-19.

Identifying Possible COVID-19 Cases on Campus

Schools must immediately separate any student who shows COVID-19 symptoms while at school to a safe and secure area designated by the Principal, until the student can be picked up by a parent or guardian.

- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

III. Practices to Respond to a Test-Confirmed Case in the School

Employees, students, visitors, and contractors experiencing symptoms of COVID-19, as identified by the CDC, should not enter to any the PRO-VISION EDUCATIONAL SERVICES premises or facility. Employees who are sick are required to notify their supervisors.

Pro-Vision Academy requires the following actions if an individual with a test-confirmed case has been in the school:

1. If an individual who has been in a school is test-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. Pro-Vision Academy will close off areas that are heavily used by the individual with the test-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, Pro-Vision Academy will notify all teachers, staff, and families of all students in a school if a test-confirmed COVID-19 case is identified among students, teachers or staff who participate in any campus activities.
4. Upon receipt of information that any teacher, staff member, student, or visitor at a Pro-Vision Academy, including an individual working or learning remotely, is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services via an online form. The report must be submitted each Monday for the prior seven days (Monday-Sunday).

IV. Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School

The Pro-Vision Academy requires all individuals to practice the following protocols:

1. Face coverings

All persons, including employees, students, visitors, and contractors who enter the premises of the PRO-VISION EDUCATIONAL SERVICES facilities must wear a face covering over their nose and mouth (such as a homemade mask, scarf, bandana, or handkerchief).

The requirement of face covering does **not** apply when:

- a. The person is alone in a separate single space, whether indoors or outdoors at the workplace not in proximity of other persons;
- b. The person is in the presence only of other members of the same household or residence, whether indoors or outdoors;
- c. Doing so poses a greater mental or physical health, safety, or security risk;
- d. The person is outdoors engaging in an allowed activity while alone, or with members of the same household or residence, or while maintaining a consistent separation of six feet or more from others and engaging in conduct authorized and as allowed by the Governor's orders or not otherwise prohibited by local order;
- e. For purposes of eating and drinking; or
- f. Operational needs require a face covering be temporarily removed.

2. Social distancing protocols

Even with the use of appropriate face coverings, individuals should maintain six feet of social distancing whenever possible and shall follow TEA Guidelines or instructions as may be issued from time to time. Employees should not work within six (6) feet of one another, except to the extent necessary. Other mitigating methods, such as face shields, may also be used and should be when a face covering cannot be safely worn.

3. Hand washing and hygiene

All employees, students, visitors, and contractors are encouraged to wash their hands with soap and water for at least 20 seconds, as frequently as possible, or use hand sanitizer with at least 60% alcohol. Individuals should also cover coughs and sneezes (into the sleeve or elbow, not into hands), immediately throw away used tissues into appropriate trash receptacles, and wash hands after coughing, sneezing, or using a tissue. The PRO-VISION EDUCATIONAL SERVICES will provide hand sanitizer throughout its facilities.

4. Safety Shields

All student and teacher desks, as well as front desk counters have safety shields.

5. Cleaning protocols

The PRO-VISION EDUCATIONAL SERVICES will implement cleaning protocols in accordance with guidance from the Centers for Disease Control and Prevention

("CDC"), including regular cleaning of high-touch surfaces and discouraging sharing items.

6. Transportation Recommendations

1. School systems should consider requiring students and staff to use hand sanitizer upon boarding the bus.
2. When possible, schools should open windows to allow outside air to circulate in the bus.
3. School systems should encourage families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on buses. Buses should be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.

During cleaning, open windows to allow for additional ventilation and air flow.

Violations

Persons who do not wear a face covering may be asked to leave the premises until the face covering requirements are followed.

If a student over the age of ten (10) for whom it is developmentally appropriate to wear a face covering and for whom a face covering does not pose a mental or physical risk does not wear a face covering on campus, the student will be removed from class and their parent/guardian will be contacted to either bring the student a face covering or take the student home.

An employee who does not wear a face covering and is not subject to an exception to this Policy may be asked to leave the workplace. Such time will be counted against the employee's accrued leave. An employee violating this policy may be subject to discipline, up to and including termination.

COVID-19 Symptoms

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

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

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath

- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Campus COVID-19 Contact Person

Contact Sonja Turner at for any questions regarding this plan.

Employees who have any questions regarding the federal requirements regarding COVID-19 leave regulations should contact the Human Resources Director, Dr. L.S. Spencer.

Certification of Posting

On the 1st day of September 2020, this notice was posted on The Pro-Vision Educational Services (Pro-Vision Academy) website and the main entrance doors of the schools.

Warner D. Ervin,

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Interim Superintendent of Schools