



Capitol School of Austin

COVID-19 Protocols

Learning Environment Plan for Kids with Special Learning Needs As of August 2021

General Protocols

Capitol School of Austin (CSA) has designated its administrative staff (Executive Director, Director, and Office Manager) as the group responsible for responding to COVID-19 concerns. Information on how to contact this team will be communicated to all staff and families who attend this program or attend therapy on this campus.

Currently, the TEA and CDC do not require universal in-school screening. However, Capitol School staff will:

- Ask parents/caregivers to:
 - Confirm that the child does NOT have a fever, shortness of breath, or a new cough.
 - Monitor children DAILY for signs of infections or illness.
 - COVID-19 Symptoms (list does not include all possible symptoms)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever (greater than 100 degrees F)
 - Chills
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Nausea or vomiting
 - Congestion or runny nose

CSA plans to eliminate or limit group and pair work that requires children to interact within 6-feet regularly. *Recognizing that this may not be possible for early childhood students and some students with special needs.

CSA will engage children in supervised handwashing for a minimum of 20 seconds at least twice per day. Staff and students will wash hands upon arrival, after using the restroom, and before eating. Staff will also encourage hand washing after nose-blowing, coughing, or sneezing.

At the TEA and CDC recommendation, we will encourage staff and students (for whom it is developmentally appropriate) to wear personal protective equipment such as face coverings.

- Each individual (staff and students) will provide their own personal protective equipment (i.e., face coverings). In addition, there will be PPE available on-site as needed.
 - All staff will be required to wear face coverings in hallways and other common areas of the school and between classes.
 - Information will be provided to students and staff on proper use, removal, and washing of cloth face coverings.
 - Face masks may be worn by staff at the beginning/end of the school day when escorting students from/to vehicles, although it is not required when outdoors.
 - Information will be provided to students and staff on proper use, removal, and washing of cloth face coverings.

*Note that it is most likely not developmentally appropriate for young children at CSA to wear face coverings due to age and special needs.

Children, teachers, and staff will stay in consistent groupings to minimize the risk of exposure and potential virus spread whenever possible. Groups will not intermix and will be assigned designated rooms, restrooms, and playground space.

Visitors and volunteers will NOT be permitted unless necessary and authorized. Upon approval, a health screening will be administered to any visitor or volunteer admitted to campus. In addition, all visitors/volunteers will be required to wear a face covering.

Arrival Protocols

Arrival times will be staggered, and separate entrances will be utilized for different groups of students. This will ease the congestion and help lessen the risk of exposure.

Parents/Caregivers will NOT be allowed to enter the school building at dropoff/arrival.

Upon arrival, all students will be directed to their assigned classroom by a designated staff member.

Hand sanitizer and handwashing stations will be placed near entry/exit points.

*Ideally, the same parent/caregiver should drop off/pick up your student every day. However, if possible, older people such as grandparents or those with underlying medical conditions should refrain from this duty as they are at a higher risk of contracting COVID-19.

Departure Protocols

Departure times will be staggered, and separate exits will be utilized for different groups of students. This will ease the congestion and help lessen the risk of exposure.

Parents/Caregivers MUST remain in their vehicles, and a CSA staff member will safely send your student to you.

*If you need to pick up your student early, please call ahead and park in the school's school drive up until 3:00 p.m. Upon arrival, the parent/caregiver should notify the office through the entry buzz-in system at the main door. Then a CSA staff member will bring your student to you.

Classroom Protocols

Students will be grouped with their designated class and in a designated classroom, and staff will rotate to the group for instructional purposes as needed.

Groups will consist of 3-12 students.

Students will NOT commingled with other groups for shared instruction or activities.

Each classroom will have the following:

- Informational graphics regarding COVID-19 Safety measures in prominent locations
- Refillable individual hand sanitizer that contains at least 60% alcohol
- Access to CDC/EPA approved disinfectant wipes/solution

Classroom "centers" will be removed to allow for social distancing and adequate working services to be provided.

Each student will be required to provide her or her own individual school supplies. NO communal supplies will be available.

Staff will reduce individual manipulatives to the extent possible by increasing the utilization of technology.

If emotional and physical support is needed by a student that is crying, sad, and/or anxious, STAFF shall take the following precautions:

- Wear an oversized button-down long-sleeved shirt and can wear long hair up off the collar.
- Wash hands, neck, and anywhere touched by a student's secretions.
- Change shirt or clothing if there are secretions on them and rewash their hands.
- Contaminated clothes will be placed in a plastic bag until washed.

Students should have an extra pair of clothes on hand if their clothes become contaminated with secretions.

Specials Protocols (Art, Music, PE)

Art projects will be designed to be taught in the student's classroom, the designated art room in the school's south wing or outside.

Music activities will be designed to be taught in the student's classroom or designated music room. Children will be encouraged to remain 6-feet apart while singing or playing an instrument. If weather permits, the class will be held outdoors.

PE lessons will be limited to activities not involving physical contact with other students or equipment. This protocol will stay in place until otherwise advised by state/local public health officials. Activities will be conducted outdoors as much as possible.

Restroom Protocols

Each group will be assigned a designated restroom.

Occupants will be limited to the use of toilets and sinks.

A system will be implemented to identify the number of occupants using each restroom to mitigate exceeding maximum occupancy.

Lunch Protocols

Lunch space will be scheduled so that groups do not overlap.

Seats will be marked in the lunchroom to allow for social distancing.

Students will bring their own meals or individually plated meals will be served in the classroom.

All food service items such as plates and utensils will be disposable.

Microwaves will not be permitted in the cafeteria or classrooms.

Hand sanitizer will be provided at entrances and exits of the lunchroom.

No visitors will be allowed during lunch.

Transition Protocols

“Stay Right, Stay Safe” means that students will travel the hallways, sidewalks, and pathways on the far right side of the direction they are headed. Tape will be placed along the ground to provide guidelines and promote social distancing.

*This will be done with safety measures in mind so that we do not disrupt emergency routes, prevent students from seeking the nearest exit, or cause confusion for students in the event of an emergency.

Outdoor Activity Protocols

Students will remain in their class groups during recess activities to help maintain social distancing from peers.

Outdoor areas will be used whenever feasible and appropriate to reduce the risk of close proximity spread.

Event Protocols

We will monitor the current COVID-19 climate and determine if physical events will need to be moved to a virtual format. This includes but is not limited to Meet Your Teacher, Back to School Night, holiday celebrations, etc.

Meetings between parents/caregivers and staff can be conducted virtually or 1:1 with appropriate PPE and physical distancing.

Sick Student Protocols

A CSA staff member will give any student presenting with COVID-19 or other illness symptoms a health assessment and, if necessary, a parent/caregiver will be contacted to pick the student up from school. Rapid-testing, using antigen detection is available upon request or by appointment.

Students displaying symptoms will wait in an isolation room under CSA staff supervision until a parent/caregiver arrives to pick them up. A separate entrance will be utilized for pickup.

In case of illness or exposure to COVID-19, CSA has the following plan.

- We will follow CDC guidance on how to disinfect our building and any areas that were exposed to the sick individual.
- If a sick child has been isolated at CSA, we will wait 24 hours after the child has gone home (or as long as possible) before cleaning and disinfecting the area.
- Following a confirmed POSITIVE lab test of a student or staff member, CSA will:
 - Contact our local health authority (512-972-5560) to report the presence of COVID-19 in our facility and the local health authority will advise us on appropriate procedures.
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in those areas.
 - Clean and disinfect all areas used by the person who is sick (ie. offices, classrooms, bathrooms and common areas)
 - Notify all teachers, staff, and families of any student in the program of a POSITIVE lab-confirmed COVID-19 case from our campus.
- CSA will NOT allow employees or students with new or worsening signs or symptoms to return to campus until:
 - Staff may return to work when ALL three of the following criteria are met
 - At least 24 hours have passed since the resolution of fever without the use of fever reducing medications
 - Improvement of respiratory symptoms (ie. cough, shortness of breath)
 - At least 10 days have passed since symptoms FIRST appeared OR seven days have passed and the individual has obtained a medical professional's note clearing them to return to work along with a NEGATIVE COVID-19 test.

- Fully vaccinated individuals who are asymptomatic do NOT need to quarantine at home following an exposure. They should wear a mask indoors for 14 days or until they receive a NEGATIVE COVID test result.

Cleaning and Disinfecting Protocols

Staff will routinely clean, sanitize, and disinfect objects and surfaces that are frequently touched (ie. toys, games, doorknobs, light switches, sink handles, drinking fountains, countertops, nap pads, desks, tables, chairs, cubbies, and playground structures).

Use of shared objects will be limited when possible, or cleaned between use.

All cleaning materials will be kept secure and out of reach of children.

The following schedule will help to manage all cleaning protocols.

AREAS	BEFORE EACH USE	AFTER EACH USE	DAILY (END OF DAY)	WEEKLY
PLASTIC MOUTHED TOYS		CLEAN	CLEAN, DISINFECT	
DOOR/CABINET HANDLES			CLEAN,DISINFECT	
PLAY ACTIVITY CENTERS				CLEAN
DRINKING FOUNTAINS			CLEAN, DISINFECT	
COUNTERTOPS		CLEAN	CLEAN,DISINFECT	
TABLES	CLEAN,DISINFECT	CLEAN,DISINFECT		

COMPUTER KEYBOARDS		CLEAN, DISINFECT		
PHONE RECEIVERS			CLEAN	
TOILETS/SINKS			CLEAN, DISINFECT	
MACHINE WASHABLE TOYS				CLEAN
CLASSROOM FLOORS		CLEAN (SWEEP/DAMP MOP)		
RESTROOM FLOORS		CLEAN/DISINFECT (DAMP MOP)		
UTENSILS & DISHES		CLEAN,DISINFECT		

Additional Attached Documentation

- CSA COVID-19 FAQs for Students
- CSA COVID 19 FAQs for Employees



Capitol School of Austin

Capitol School of Austin COVID-19 FAQs for Students

Revised: 08/18/21 per CDC updated guidelines

1. What if your child wakes up one morning with possible symptoms of COVID? (Fever, shortness of breath, cough, body aches, sore throat, vomiting/diarrhea, etc.)

First: Call or email the office and inform them that your child will be absent.

Second: Avoid contact with people and call your personal physician for further guidance and make an appointment to get tested.

Third: Stay home until test results return and follow advice of your doctor.

If test is positive, quarantine at home for 10 days. After the 10 day quarantine, you may return to school when you have been fever free for 24 hours without fever reducing medications and other symptoms have improved.

If test is negative return to school after symptom and fever free for 24 hours without fever reducing medication.

If you never went to the doctor and were never tested, quarantine for 10 days and do not return to school until the 10 day period has passed or you have been fever free for 24 hours without fever reducing medications and other symptoms have improved.

Note: You may return to school with a doctor's note giving an alternative diagnosis (flu, strep, sinus infection, etc.) and a negative COVID test when symptoms have improved and you are fever free for 24 hours without fever reducing medication.

2. What will happen if your child appears ill or feverish at school?

First: The child will be asked to put on a mask (if cooperative), belongings will be gathered, and child will be taken to isolation room.

Second: The child will be evaluated and if they have fever or symptoms of COVID, they will remain isolated from other students and family will be called to come pick up.

Third: Family will be asked to contact their doctor for testing and to inform the school of results.

Fourth: The child should stay home until test results return and follow advice of his/her doctor.

If test is positive, quarantine for 10 days. Return to school after the 10 day quarantine AND when fever free for at least 24 hours without fever reducing medication and other symptoms have improved. If test is negative, return to school after symptoms have improved and fever free for 24 hours. If he/she never went to the doctor, and was never tested, the student should quarantine for 10 days and not return to school until symptoms have improved and fever free for 24 hours without fever reducing medication.

3. What should you do if your child was exposed (less than 6 feet for greater than 15 minutes) to someone outside of school who tests positive for COVID whether or not they have symptoms?

First: Contact the school office to report exposure.

Second: Stay home for 10 days after last exposure and maintain social distance from others. The quarantine is shortened to 7 days with a negative test result.

Third: Monitor for symptoms; check temp twice a day and watch for other symptoms.

Fourth: Contact your personal physician if symptoms appear.

Note: Due to the seriousness of this point, and the ramifications for CSA, we urge the entire CSA community to minimize exposure by avoiding unnecessary, large group activities.

4. If my child is experiencing COVID symptoms but I prefer not to take them to a doctor, how should I proceed?

First: We recommend parents contact their personal health care professional if their child has symptoms of COVID. If they choose not to, the student must quarantine for 10 days. After the 10 day quarantine, student may return to school when they have been fever free for 24 hours without fever reducing medications and other symptoms have improved.

5. If my child was tested for COVID and we have not yet received results, but they have been symptom and fever free for 72 hours without fever reducing medication, can he/she return to school?

First: No. The child must remain home until test results are available, and if positive must quarantine for 10 days from the onset of the COVID symptoms. However, if the COVID test is negative and the child has been symptom and fever free for 24 hours without fever reducing medications, they may return to school.

Note: A student may return to school with a doctor's note giving an alternative diagnosis (flu, strep, sinus infection, etc.) and a negative COVID test when fever free for 24 hours without fever reducing medication.

6. What do I do if I or someone else in my family was exposed to someone who tests positive for COVID-19?

First: "Exposure" is defined as being within 6 feet of an infected person for more than 15 minutes from two days prior to symptom development until at least ten days after the start of symptom onset.

Second: If your child has been exposed, notify the school office and self-quarantine for 10 days and monitor for fever and other symptoms. The quarantine is shortened to 7 days with a negative test result. Call your doctor to get tested if fever or other symptoms are detected.

Third: If you were around the infected individual, but not within the above definition of "exposure", you may continue to go to school but should continue social distancing and masking when possible and self-monitor for fever and symptoms for 10 days.

Fourth: If someone else in your family was exposed to someone with COVID, they should follow quarantine guidelines, but this does not affect other non-exposed family members. The child may continue going to school, and should allow the exposed individuals to self-quarantine. If your exposed family member begins to experience symptoms and your child was exposed to them up to two days prior to symptom onset, you should then follow step two.

7. What do I do if my child has COVID-like symptoms, but based on my child's health history, I believe this is not COVID but a typical seasonal or non-infectious illness?

Your child may return to school under one of two options:

1. The child may return with a negative COVID test OR an alternate diagnosis from their physician AND fever free for 24 hours without fever reducing medication.
2. The child may return after 24 hours fever free without fever reducing medications AND 10 days with improvement of symptoms.

Note: If your child has a repetitive/chronic health issue that might mimic one or more symptoms of COVID, a note from their doctor verifying this will be taken into consideration when determining the return to school date. If this applies to your child, please have your doctor provide this information to the school office as soon as possible. This will be kept on file. Examples of this would include chronic stomach issues, recurrent headaches and seasonal allergies that typically cause congestion/runny nose/cough/sore throat, etc.



Capitol School of Austin

Capitol School of Austin COVID-19 FAQs for Employees

Revised: 08/18/21 per updated CDC guidelines

1. What if you wake up one morning with possible symptoms of COVID? (Fever, shortness of breath, cough, body aches, sore throat, vomiting/diarrhea, etc.)

First: Call the Director and the school office and inform them that you will not be coming to work.

Second: Avoid contact with people and call your personal physician for further guidance and make an appointment to get tested.

Third: Stay home until test results return and follow advice of your doctor.

If test is positive, quarantine at home for 10 days. After the 10 day quarantine, you may return to school when you have been fever free for 24 hours without fever reducing medications and other symptoms have improved.

If test is negative return to school after symptom and fever free for 24 hours without fever reducing medication.

If you never went to the doctor and were never tested, quarantine for 10 days and do not return to school until the 10 day period has passed or you have been fever free for 24 hours without fever reducing medications and other symptoms have improved.

Note: You may return to school with a doctor's note giving an alternative diagnosis (flu, strep, sinus infection, etc.) and a negative COVID test when symptoms have improved and you are fever free for 24 hours without fever reducing medication.

2. What if you get a phone call or email from a parent telling you their child will not be at school because they have symptoms of COVID or have tested positive for COVID?

First: Advise the family to seek medical care and inform the school office to follow up.

Second: If the student is positive for COVID, they must quarantine at home for 10 days. After the 10 day quarantine, he/she may return to school when fever free for 24 hours without fever reducing medications and other symptoms have improved.

Third: If student is positive, the Director will determine what classes that student was in from 2 days prior to symptom presentation until the student left campus and what students and or staff were exposed.

Note: Exposure/close contact is defined as closer than 6 feet for a period of at least 15 minutes or have been coughed/sneezed upon.

Fourth: The health department must be notified and will make recommendations.

Fifth: Other students and faculty will likely be advised to continue social distancing and masking and self-monitor for fever and symptoms for 10 days.

Sixth: Staff should be prepared to teach class remotely from home if quarantine is necessary.

3. What to do if a student in your class appears ill or feverish?

First: Ask the student to mask (if cooperative), gather their belongings, inform office and take to isolation room.

Second: The student will be evaluated and if they have fever or symptoms of COVID, they will remain isolated from other students and sent home.

Third: Parents will be asked to contact their doctor for testing and to inform the school of results.

Fourth: The student should stay home until test results return and follow advice of his/her doctor.

If test is positive, quarantine for 10 days. Return to school after the 10 day quarantine AND when fever free for at least 24 hours without fever reducing medication and other symptoms have improved.

If test is negative, return to school after symptoms have improved and fever free for 24 hours. If he/she never went to the doctor, and were never tested, the student should quarantine for 10 days and not return to school until symptoms have improved and fever free for 24 hours without fever reducing medication.

Fifth: If positive, it is likely that, at a minimum, the entire class will be notified that an individual was positive for COVID (name to remain anonymous) and all exposed individuals will be told to stay home and maintain social distancing until 10 days have passed after exposure. The quarantine is shortened to 7 days with a negative test result. All exposed individuals should self-monitor for fever and other symptoms, call their doctor to get tested if fever or other symptoms are detected.

Sixth: Other students and faculty will likely be advised to continue social distancing and masking and self-monitor for fever and symptoms for 10 days.

Seventh: Staff should be prepared to teach class remotely from home if quarantine is necessary.

4. What should you do if you or are exposed (less than 6 feet for greater than 15 minutes) to someone outside of school who tests positive for COVID whether or not they have symptoms?

First: Contact the Director and school office to report exposure.

Second: Stay home for at least 7 days after last exposure and maintain social distance from others.

Third: Self-monitor for symptoms; check temp twice a day and watch for other symptoms.

Fourth: Contact your personal physician for any symptoms. If no symptoms, you may return to class with negative COVID test results.

Fifth: Teachers should be prepared to teach their classes from home.

If vaccinated and no symptoms, follow step one as written above and then the following steps:

- Obtain a COVID test and share the results with the office.
- Return to work as advised wearing a mask indoors for 14 days.
- Continue to monitor for symptoms and obtain a second COVID test on day 3-5 after the exposure.
- If test is positive, quarantine at home for 10 days. After the 10 day quarantine, you may return to school when you have been fever free for 24 hours without fever reducing medications and other symptoms have improved.

Note: Due to the seriousness of this point, and the ramifications for CSA, we urge the entire CSA community to minimize exposure by avoiding unnecessary, large group activities.

5. What should you do if a parent calls you to report that their child is COVID positive?

First: Notify the Director and school office.

Second: Student must quarantine for 10 days. After the 10 day quarantine, student may return to school when they have been fever free for 24 hours without fever reducing medications and other symptoms have improved.

Third: The Director will determine what classes that student was in from 2 days prior to symptom presentation until the student was tested and what students and or staff were exposed.

Note: Exposure is defined as closer than 6 feet for a period of at least 15 minutes or have been coughed/sneezed upon.

Fourth: The health department must be notified and will make recommendations.

Fifth: It is likely that, at a minimum, the class will be notified that an individual was COVID positive (name to remain anonymous) and all exposed individuals will be told to stay home and maintain social distancing until 10 days have passed after exposure. Self-monitor for fever and other symptoms, call your doctor to get tested if fever or other symptoms are detected. The quarantine is shortened to 7 days with a negative test result.

Sixth: Other students and faculty will likely be advised to continue social distancing and masking and self-monitor for fever and symptoms for 10 days.

6. What do you do when a student who has been absent returns to class?

First: Students who have been absent from school for a day or more with any illness and are returning to class must have proof of a negative COVID test or a note from their doctor clearing them to return to school.

Second: If the student is awaiting COVID test results or has not been fever free for the required amount of time or shows any current symptoms, he/she will not be allowed to return to class.

7. What if a child is experiencing COVID symptoms but parent prefer not to take them to a doctor?

First: We recommend parents contact their personal health care professional if their child has symptoms of COVID. If they choose not to, the student must quarantine for 10 days. After the 10 day quarantine, student may return to school when they have been fever free for 24 hours without fever reducing medications and other symptoms have improved. The quarantine is shortened to 7 days with a negative test result.

8. If a child was tested for COVID and they have not yet received results, but they have been symptom and fever free for 72 hours without fever reducing medication, can he/she return to school?

First: No. The child must remain home until test results are available, and if positive must quarantine for 10 days from the onset of the COVID symptoms. However, if the COVID test is negative and the child has been symptom and fever free for 24 hours without fever reducing medications, they may return to school.

Note: A student may return to school with a doctor's note giving an alternative diagnosis (flu, strep, sinus infection, etc.) and a negative COVID test when fever free for 24 hours without fever reducing medication.

9. What do I do if I or someone else in my family was exposed to someone who tests positive for COVID-19?

First: “Exposure” is defined as being within 6 feet of an infected person for more than 15 minutes from two days prior to symptom development until at least ten days after the start of symptom onset.

Second: If you have been exposed, you notify the school Director and self-quarantine for 10 days and monitor for fever and other symptoms. The quarantine is shortened to 7 days with a negative test result. Call your doctor to get tested if fever or other symptoms are detected.

Third: If you were around the infected individual, but not within the above definition of “exposure”, you may continue to go to school or work and should continue social distancing and masking and self-monitor for fever and symptoms for 10 days.

Fourth: If someone else in your family was exposed to someone with COVID, they should follow step two, but this does not affect other non-exposed family members. Other family members may continue going to work or school, and should allow the exposed individuals to self-quarantine.

If your exposed family member begins to experience symptoms and you were exposed to them up to two days prior to symptom onset, you should then follow step two.

10. What do I do if I have COVID-like symptoms, but based on my personal health history, I believe this is not COVID but a typical seasonal or non-infectious illness?

You may return to school under one of two options:

- You may return with a negative COVID test OR an alternate diagnosis from your physician AND fever free for 24 hours without fever reducing medication.
- You may return after 24 hours fever free without fever reducing medications AND 10 days with improvement of symptoms.

Note: If you have a repetitive/chronic health issue that might mimic