

COVID-19 RESPONSE FLOWCHART

POSITIVE CASES

Notify the Director/Covid Response Team at CSA and isolate for 5 days from date of positive test. You must have markedly improved symptoms and be fever-free for 24 hours to return. It is also strongly recommended that you mask (if possible) for an additional 5 days upon return.

CLOSE CONTACTS

ASYMPTOMATIC UNVACCINATED

OPTION 1:

Stay at school and test on day 5.

Masking highly recommended (if possible) until tested.

OPTION 2:

Quarantine 4 days and test on day 5.

Return to school if negative.

OPTION 3:

Quarantine 5 days and return on day 6.

Masking recommended (if possible) on days 6 through 10.

ASYMPTOMATIC FULLY VACCINATED

Quarantine not required.

Masking recommended (if possible) for at least 5 days.

SYMPTOMATIC UNVACCINATED/VACCINATED

Negative PCR or Rapid Antigen test

OR

Note from physician with an alternate diagnosis

OR

When asymptomatic. Masking recommended (if possible) for 10 days from first symptoms

***Same household exposures are not eligible for test-to-stay and will be required to quarantine for 5 days from date positive person in household received positive results. Masking highly recommended (if possible) on days 6 through 10.



Capitol School of Austin

COVID-19 Protocols

Learning Environment Plan for Kids with Special Learning Needs As of December 31, 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 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.

*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.

Visitors and volunteers may be permitted on a limited basis and will be scheduled when possible. 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 be allowed to enter the school building at drop-off/arrival if necessary.

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.

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 circle drive. Upon arrival, the parent/caregiver should notify the office by phone or 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, which is their "school family".

Groups will consist of 3-12 students.

Each classroom will have the following:

- Access to CDC/EPA approved disinfectant wipes/solution

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

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.

PE lessons will be limited to activities not involving physical contact with other students or equipment. When equipment is used, it will be properly cleaned between groups. Activities will be conducted in designated motor room or outdoors when 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.

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.

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. Classes sharing the same wing of the building may join together during outside play.

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 what, if any, physical events will need to be moved to a virtual format..

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.

Students displaying symptoms will wait in the office under CSA staff supervision until a parent/caregiver arrives to pick them up.

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.
 - 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 within that classroom 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 5 days have passed since symptoms FIRST appeared. Fully vaccinated individuals who are asymptomatic do NOT need to quarantine at home following an exposure. They should wear a mask indoors for 10 days.

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		