



# INTERNATIONAL LEADERSHIP OF TEXAS

## COVID-19 RESPONSE PLAN

UPDATED: JANUARY 10, 2022

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## OUR MISSION

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

La misión de ILTexas es preparar a nuestros alumnos para roles de liderazgo excepcionales en la comunidad internacional, haciendo hincapié en el liderazgo de servicio, el dominio de los idiomas inglés, español y chino, y el fortalecimiento de mente, cuerpo y carácter.

德克萨斯州国际领袖学校旨在培养学生在国际社会中卓越的领导才能。我们强调学生在熟练掌握英语，西班牙语和中文的前提下加强奉献式的领导精神及身体，头脑和品德的锻炼。

## OUR MOTTO

Others Before Self | Otros Antes De Uno Mismo | 先人后己

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## SUMMARY OF CHANGES - UPDATED: 1/10/2022

- Updated language for ILTexas staff members who are COVID-19 positive, per [TEA guidance](#).
  - Parents will be allowed to enter the front office of the building, but they will not be allowed beyond the front office. They will also not be allowed to volunteer to support, but may still act as substitute teachers through our normal substitute process. The only exception will be prospective student campus tours.
  - Meetings will be conducted virtually and employees should refrain from being in enclosed spaces with other employees, unless otherwise approved by the Area Superintendent or Chief in the chain of command.
  - Spectators of athletic events will be limited to parents/household members. No students will be allowed, unless they are the sibling of a student athlete who is competing.
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## COVID-19 OVERVIEW & PUBLIC HEALTH CONSIDERATIONS

- The virus that causes COVID-19 can infect people of all ages, and we should do everything possible to keep students, teachers, staff, and our communities safe. Research from the Centers for Disease Control (CDC) has found that while children do get infected by COVID-19 and some severe outcomes have been reported in children, relatively few children with COVID-19 are hospitalized or have severe symptoms.
  - Furthermore, the American Academy of Pediatrics notes that COVID-19 risks must be balanced with the need for children to attend school in person, given that lack of physical access to school leads to a number of negative consequences, placing "...children and adolescents at considerable risk of morbidity, and in some cases, mortality."
  - ILTexas recommends that all students wear masks and everyone who is eligible get vaccinated.
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## PREVENT & MITIGATE - VACCINES

ILTexas highly encourages all employees and students who are eligible for a vaccine to get vaccinated and especially to remember to get their booster. If you initially received the Pfizer or Moderna vaccine you should get a booster six months after completing your primary COVID-19

vaccination series. If you initially received a Johnson and Johnson you should get a booster at least 2 months after completing your primary COVID-19 vaccination. This is to ensure the safety of our campuses and is the best possible prevention and mitigation method. We will provide information and resources for vaccination information and will host vaccination clinics on our campuses for people to get the vaccine.

- Vaccinations are readily available for free for all ages 5 and above.
- People are considered fully vaccinated two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. Per the CDC, if you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

## PREVENT & MITIGATE - MASKS

- ILTexas highly recommends that all employees, students, and anyone on ILTexas property who are not vaccinated wear masks at all times, wash hands often, and stay three feet apart even when wearing masks.

## PREVENT & MITIGATE - SCREENING

- ILTexas highly recommends that all staff self-screen for COVID-19 symptoms before coming onto campus each day. If the answer to any question is yes, other than the confirmation and vaccination question, staff are to contact their Principal/Supervisor and Nurse. We ask all staff to take their own temperature.
- ILTexas requests that parents conduct self-screening using the Frontline Health Portal app for their phones. This is the same app that all of our employees use and if parents choose to use it this will help us track student health and wellness. Contact your school for more information.
- Employees who display symptoms of COVID-19 will be tested by the Nurse.
- Before visitors are allowed on campuses, ILTexas will screen visitors to determine if the visitors have COVID-19 symptoms.
- In evaluating whether an individual has symptoms consistent with COVID-19, ILTexas students, staff, parents, and visitors will be asked the following:

- Are you fully vaccinated and received a booster in the appropriate time period?
- Have you recently begun experiencing any of the following in a way that is not normal for you?
- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit

- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache

- Diarrhea

## PREVENT & MITIGATE - SYMPTOMS

- Employees must report to their Supervisor, Nurse, and HR if they have COVID-19 symptoms or have received a positive COVID-19 test or if they have had close contact with an individual who has tested positive for COVID-19.
  - Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms like running a fever, has tested positive for COVID-19, or has been in close contact with someone who has tested positive for COVID-19.
  - Students who exhibit symptoms of COVID-19 will be tested by the school nurse only after parent permission/approval.
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## PREVENTION PROCEDURES - CONFIRMED OR SUSPECTED CASES OF COVID-19 - STAFF

- ILTexas will restrict and not allow anyone on ILTexas property if they are experiencing symptoms or within the isolation period.
- Employees must report to their supervisor, campus nurse, and HR if they have COVID-19 symptoms, have received a positive COVID-19 test, or if they have had close contact with an individual who has tested positive for COVID-19. They must also complete the [COVID-19 Reporting Form](#).
- Employees who are confirmed to have COVID-19 are considered Category 1.
- Everyone (students and staff) identified as Category 1 will be required to isolate for at least 5 days and will not return to campus if symptomatic.
  - Category 1 Employees:
    - Category 1 employees will isolate for at least 5 days. This includes those who are actively sick with COVID-19, who are suspected of being actively sick with COVID-19, or who have received a positive test result for COVID-19. Based on recent updates from the CDC, staff may return when:
      - If symptomatic, at least 5 days have passed since symptom onset, and fever free\*, and other symptoms have improved.
      - For those with no symptoms, at least 5 days after the day they tested positive. *\*Fever free for 24 hours without the use of fever suppressing medications. Fever is a temperature of 100° Fahrenheit (37.8° Celsius) or higher.*
      - The Human Resources Department shall provide employees with clear direction on the procedures outlined in this document, what

benefits they are eligible for, how to access their benefits, and when they can possibly return to work.

- The Director of Health Services will help Category 1 employees know how to receive proper medical care. Prior to returning to work in person they must receive confirmation from Human Resources and be asymptomatic.
  - Category 1 employees who are not fully vaccinated will be required to use personal days during the isolation period.
  - Category 1 employees who are fully vaccinated, and have provided appropriate documentation as proof, will not be required to use personal days during the isolation period if required to quarantine.
  - On their first day back to work after their isolation period, they must report immediately to the Nurse for evaluation. They must also be tested at day 10.
- Employees who have been in close contact with someone who has tested positive for COVID-19 are considered Category 2. Close contact, in this context, is considered to be someone who was within six feet of an infected person for a total of 15 minutes or more, someone who has provided care at home to someone who is sick with COVID-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils, or been sneezed or coughed on by someone with COVID-19.
  - Category 2 Employees:
    - They must also complete the COVID-19 Reporting Form.
    - Any employee who has been in close contact will be notified that they've been exposed to COVID-19. They will not be required to quarantine but will be told to be tested immediately. Human Resources will help employees by providing them clear direction on what the procedure is, how and where to get tested including the location of any free testing sites in their area and any benefits they are eligible for.
    - Category 2 employees may choose to stay home but will have to use their personal days.
    - For staff who meet the close contact threshold with a COVID-19 positive individual, if these staff members continue to work on campus, rapid testing must be performed at the start of the first day and on day 10.

## PREVENTION PROCEDURES - CONFIRMED OR SUSPECTED CASES OF COVID-19 - STUDENTS

- ILTexas will restrict and not allow anyone on ILTexas property if they are experiencing symptoms or within the isolation period.
- Parents or guardians must report to their campus if their student(s) has COVID-19 symptoms, has received a positive COVID-19 test, or if they have had close contact with

an individual who has tested positive for COVID-19. Parents or guardians should notify ILTexas via the [COVID-19 Reporting Form](#).

- Students who are confirmed to have COVID-19 are considered Category 1.
- Everyone (students and staff) identified as Category 1 will be required to isolate for at least 5 days and will not return to campus if symptomatic.
  - Category 1 Students:
    - Category 1 students will isolate for at least 5 days. If you test positive, you will isolate for 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Campuses will work with families to provide temporary learning resources during this time.
    - The Director of Nursing will help Category 1 students know how to receive proper medical care.
- Students who have been in close contact with someone who has tested positive for COVID-19 are considered Category 2. Close contact, in this context, is considered to be someone who was within six feet of an infected person for a total of 15 minutes or more, someone who has provided care at home to someone who is sick with COVID-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils, or been sneezed or coughed on by someone with COVID-19.
  - Category 2 Students:
    - Any student who has been in close contact will be notified that they've been exposed to COVID-19. Campus nurses will help students by providing them with resources on how and where to get tested including the location of any free testing sites in their area if they wish to be tested.

## PREVENTION PROCEDURES - CONTACT TRACING

- ILTexas Director of Nursing - Contact employees who test positive and ask the following questions:
  - 1) How are you feeling?
  - 2) When did you start experiencing any symptoms you have?
  - 3) When was the last time you were on campus?
  - 4) Did you come within six feet of any students or staff for greater than 15 minutes?
- Close contact, in this context, is considered to be someone who was within six feet of an infected person for a total of 15 minutes or more, someone who has provided care at home to someone who is sick with COVID-19, had direct physical contact with the

person (hugged or kissed them), shared eating or drinking utensils, or been sneezed or coughed on by someone with COVID-19.

- It is the responsibility of the Principal to ensure that contact tracing takes place.
- Everyone who is identified as category 2 during contact tracing will be tested. Parents must give permission prior to student testing.
- [CDC QUARANTINE GUIDANCE](#)

## PREVENTION PROCEDURES - NOTIFICATIONS

- Students or staff who test positive COVID-19 will be sent home and Cat 2's will be notified of their exposure.
- If multiple positive COVID-19 cases are identified on a campus, the principal will evaluate and assess the situation and determine if a class or grade level may need to be quarantined.
- If a student or staff member in a class tests positive for COVID-19, parents will receive a notification.
- Personnel involved: Principal, Area Superintendent, Deputy Superintendent of School Leadership, ILTexas Director of Nursing, Chief Equity Officer, Executive Director of Operations, Chief of Staff, Executive Director of Communications
- Review the Situation:
  1. Principal reviews the facts on the campus. This includes the number and types of personnel affected, dates, locations impacted, and any other pertinent information.
  2. Nurse Barnes provides the detailed contact tracing report.
  3. Executive Director of Operations reviews plan for cleaning (locations of impacted areas and criteria for opening up).
  4. The Principal makes a recommendation about whether to close all or a portion of the campus for a certain period of time. Considerations: see below.
  5. The Area Superintendent makes their recommendation to the Deputy Superintendent of Leadership.
  6. The Deputy Superintendent of School Leadership makes a decision about whether to close all or a portion of campus.
  7. The Executive Director of Communications provides guidance on the communication plan regarding the decision.

### Campus Closure Considerations:

- Campus closure recommendations will be based on the following criteria to ensure adequate instructional and administrative coverage, and deter COVID-19 spread:
- Kindergarten through 2nd Grade: A classroom will be closed when 3 or more students and/or staff test positive within a 5 calendar day period.
- 3rd through 12th Grade: A classroom will be closed when 4 or more students and/or staff test positive within a 5 calendar day period.



- Additional considerations must be made for 6th thru 12th-grade students for the movement of students between classes. Principals must ensure contact tracing identifies potential classrooms for closing.
  - If it is determined a closure is necessary, communication will be shared that outlines a temporary online learning plan. *Principals - Reference the COVID-19 Campus Checklist to ensure all necessary parties are notified in the case of a classroom or campus closure.*
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## COVID-19 GENERAL GUIDELINES - CAMPUS & CLASSROOM MANAGEMENT

- Schools will make every effort to maintain social distancing and separate students by three feet.
- Staff are to keep the doors to classrooms open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms.
- When class is in session with students, employees may enter the classroom as necessary to complete their jobs (teacher support, student or teacher observations, minor maintenance work, etcetera).
- We will not require teachers to host student lunches in their classrooms.
- Field trips must be pre-approved by the Area Superintendent.
- Meetings will be conducted virtually and employees should refrain from being in enclosed spaces with other employees, unless otherwise approved by the Area Superintendent or Chief in the chain of command.

## COVID-19 GENERAL GUIDELINES - VISITORS

- Parents will be allowed to enter the front office of the building, but they will not be allowed beyond the front office. They will also not be allowed to volunteer to support, but may still act as substitute teachers through our normal substitute process. The only exception will be prospective student campus tours.
- Parents must go through the screening and should remain three feet away from everyone.

## COVID-19 GENERAL GUIDELINES - TRAVEL

- Employees who travel out of the state of Texas are required to report their travel during self-screening.

- After you travel internationally you must get tested with a viral test 3-5 days after travel and provide those results to your school nurse. Additionally, you will be tested by the school nurse each morning before students arrive on campus up to the 14th day of your return from international travel. If your test is positive, you will be sent home and must use your personal days.
- Employees may travel together if they are fully vaccinated.
- [CDC INTERNATIONAL TRAVEL GUIDANCE](#)

## COVID-19 GENERAL GUIDELINES - FINE ART CLASSES

### Choir:

- Choir classes may sing with 3 ft. spacing between students with masks on, standing, and facing forward. If students do not use a mask, they must be six feet apart.

### General Music:

- General Music classes may sing in the classroom with masks on, standing, and facing forward. If students do not use a mask, they must be six feet apart.

### Band:

- Sanitize all instrument mouthpieces, music stands, chairs, and supplies between classes.
- Face masks are required for band students while preparing for class. Not required while sitting in their chair playing their instruments.
- An appropriate bell cover is required for brass instruments for classroom use. Bell covers are not required for outside practice. ILTexas will purchase bell covers for all school-owned instruments. Students who rent an instrument outside of school will need to purchase their own bell cover. Instruments without a bell cover cannot be used until purchased.

### Orchestra/Guitar/ Dance/Theater/Art:

- Properly sanitize between each class.

### Performance/Field Trip/Competition Guidelines:

- Principles must give pre-approval on any type of event taking place after school hours.
- Field trips must be pre-approved by the Area Superintendent.
- ILTexas will restrict and not allow anyone on ILTexas property if they are experiencing symptoms within the 5 day isolation period or the 5 day quarantine period. Therefore

students cannot participate in the event if they are within the 5-day window and should get COVID-19 tested with the parent or guardians' permission.

## COVID-19 GENERAL GUIDELINES - ATHLETICS

- [ILTexas Athletics & Wellness - COVID-19 Response Plan](#)
  - Spectators of athletic events will be limited to parents/household members. No students will be allowed, unless they are the sibling of a student athlete who is competing.
  - Contact the Athletic Department with additional questions.
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## CONTACT

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