

Fort Bend ISD

Department of Fine Arts

Face-to-Face Performing Arts Guidelines

COVID-19 Response 2020-21

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General Information

The Fort Bend ISD administration has approved the resumption of extra-curricular activities and all rehearsals and/or meetings will be required to follow all of the guidelines below. These guidelines comply with the Centers for Disease Control (CDC), the Department of State Health Services (DSHS), the Texas Education Agency (TEA), and the University Interscholastic League (UIL), as well as the Fort Bend County and Fort Bend ISD health and safety guidelines. All staff and students will follow these guidelines for all rehearsals/meetings until further notice. While UIL only prescribes guidelines for Marching Band and Athletics, FBISD requires all Fine Arts organizations who hold rehearsals and group events to follow these guidelines.

IMPORTANT: It is vital to the health and safety of all that staff/students take the guidelines seriously and assume personal responsibility for following the stated policy/procedures at all times. By following the policies/procedures listed below, staff and students will minimize risk of COVID-19 transmission.

UIL COVID-19 Updates

<https://www.uil-texas.org/policy/covid-19/2020-2021-uil-covid-19-risk-mitigation-guidelines>

Key Principles:

- *Face Coverings:* Students and staff will wear face coverings over the nose and mouth at all times except when engaged in rigorous physical exercise or playing a wind instrument.
- *Social Distancing:* Students must not engage in any person-to-person contact. Therefore, essential face-to-face interactions must adhere strictly to social distancing guidelines and other infection-spreading mitigating measures.
- *Hygiene:* Hand washing is required before, during, and after group activities.
- *Cleaning and Sanitation:* Routine and enhanced cleaning and sanitation measures will be implemented.
- *Safe Access to Facilities:* Staff will coordinate facility entry and exit points to ensure the wearing of face coverings, minimize personal interactions, and facilitate social distancing.
- *Screening Procedures for Students/Staff:* Daily symptom and temperature screening assessment will be required of all students and staff.

Guidelines Overview

- *Safety Monitor:* Assign a staff member to be wholly or partially dedicated to ensuring students/staff successfully implement and follow all health protocols.
- *Optional Participation:* Attendance at rehearsals/meetings must be optional for students. Use virtual training/practice whenever possible. All rehearsals must comply with UIL rules.
- *Contact Tracing:* Keep accurate daily attendance records. Staff will not allow or require students to make up missed rehearsals/meetings. Staff may need to use attendance records to oversee contact tracing.
- *Risk-Mitigation:* Staff must monitor students to ensure appropriate social distancing, face coverings, hygiene, and safety measures during all rehearsals/meetings.
- *Pre-Screening:* Daily pre-screening for COVID-19 symptoms and temperature checks of all students/staff prior to rehearsals/meetings (see below).
- *Entry/Exit:* Implement entry and exit procedures, staggered start/end times, etc., that reduce congregating of individuals (see below).
- *Face Coverings:* All students and staff are required to wear face coverings upon exiting their vehicles and at all times while on the premises except during rigorous physical activity. Face shields are required for choir, optional for other programs, and highly recommended for everyone.

- *Social Distancing Requirements:* 6' spacing for non-active participation; 10' spacing for active participation. All breathing exercises must take place with a minimum of a 10' distance. All singing must take place with a minimum of a 10' distance in a well-ventilated rehearsal space with high ceilings or outdoors.
- *Hand Sanitizer:* A hand sanitizing station will be set up outside the indoor facilities screening checkpoint where all students must sanitize their hands prior to entry/re-entry into the indoor facility. Staff will make available hand sanitizer and/or multiple hand-washing stations in the rehearsal areas. Staff should provide time and encourage frequent hand sanitization of all persons present.
- *Surface Cleaning/Disinfection:* Thoroughly disinfect all surfaces in rehearsal/meeting areas throughout and at the end of each day. Regularly disinfect all equipment during and after all rehearsals/meetings. Disinfect shared equipment after each use such as percussion instruments, dance and theatre props, and color guard equipment. Also, disinfect shared classroom items such as music stands and chairs after every use by staff and students.
- *Disposable Gloves:* Required use of disposable surgical-style gloves by students/staff who share and/or handle the same equipment. Staff must use disposable gloves when cleaning/disinfecting equipment.
- *No Sharing:* No shared food or water. No use of on-site laundering and/or sharing of clothing or towels.
- *Indoor Room Capacity:* Limit total number of participants based on available space to allow for required social distancing. For Band, Choir, and Dance, indoor rehearsals/meetings are limited to a maximum of 100-square-feet per individual. Orchestra and Theatre rehearsals are limited to 45- square-feet per individual. See Indoor/Outdoor Regulations below for room capacity calculations.
- *Cohorts:* Consider keeping students in a single group or cohort to minimize the number of students and staff that must isolate if a COVID-19 case is confirmed.
- *Transportation:* Mass transportation to/from events is strongly discouraged. Whenever possible, parents should drop-off/pick-up students from rehearsals and performances. Individuals of different households should not travel in the same vehicle. If bus transportation absolutely is necessary, follow TEA and local transportation guidelines.

Response Strategies

Screening Process for Students and Staff – Daily

- *BEFORE Arriving to Facility:* Every student/staff member will submit a wellness screening report each day from home prior to arriving on campus for rehearsals/meetings. If there is a positive response any of the student's symptom check questions, the student will stay at home and call their director to let them know. The student/staff member cannot return to campus until they have met the criteria listed below in the *COVID-19 Symptoms, Management, and Notification* section.
- *Screening Questionnaire:* Each student/staff member will submit a COVID-19 symptom screening report prior to arriving on campus for face-to-face instruction.
 - Students: complete the *Skyward* Wellness Survey via PC or phone app each day prior to arriving on campus.
 - Staff: complete the screening process each day on the *LiveWell* app prior to arriving on campus.
- *Upon First Entry into the Facility:* A temperature check is required. For Bend ISD directors wearing appropriate PPE will conduct temperature check stations. They will confirm receipt of the student's COVID-19 screening questionnaire each day, confirm the student answered all questions in the negative, and take the student's temperature prior to allowing entry to the building. Staff will have their temperature checked daily upon arrival to the facility.

- **Sending Students/Staff Home:** If a student/staff member has an elevated temperature (≥ 100.0 F), or if they answered affirmatively to any items on the screening questionnaire, they will be directed to return home immediately. The student/staff member cannot return to campus until they have met the criteria listed below in the *COVID-19 Symptoms, Management, and Notification* section.

Entry/Exit Procedures

- Staff should plan for entry and exit procedures that reduce the number of students and parents congregating outside and/or mixing around the rehearsal and parking areas.
- Consider staggered start and end times, assigning students to entries and exits to ensure even distribution of students when entering/exiting the building at each access point.
- Provide guidance to students to enter one at a time and wait 6' apart outside the entrance.
- Students must exit the predetermined route learned during orientation while wearing face coverings, practicing social distancing, and avoiding contact with other students and staff.
- Staff will pre-designate where students who drive to rehearsals will park and enter/exit the building.
- Staff will pre-designate an area where parents will drop off/pick up students and students will enter/exit the building.
- Students must sanitize their hands when they enter and exit the facility.
- Parents must stay in their cars in the predetermined area during the drop off/pick up process

Face Coverings

- Students/staff must wear face coverings when entering the building and at all times, including group activities, and while in common areas and restrooms. Face shields are required for choir, optional for other organizations, and highly recommended for everyone. Pointers for putting on and taking off a mask:
 - Wash or sanitize your hands before and after putting on and taking off your mask.
 - Place your mask over your mouth and nose.
 - Tie it behind your head or use ear loops to make sure it is snug.
 - Do not touch your mask while wearing it. If you accidentally touch your mask, wash or sanitize your hands.
 - If your mask becomes wet or dirty, switch to a clean one. Put the used mask in a sealable bag until you can wash it. Staff will have extra disposable facemasks on hand for students who need one.
 - Remove the mask by untying it or lifting off the ear loops without touching the front of the mask or your face.
 - Wash your hands immediately after removing your mask.
 - Regularly wash your mask with soap and water by hand or in the washing machine.
- **Mask Fitting Importance:** a well-fitting mask will fit tightly around the edges with no gaps and the nose will be covered. The mask should leave a slight outline once removed.

Social Distancing

- Limit physical contact with others and maintain 6' social distancing at all times. For Band, Choir, and Dance, students should maintain 10' distance during periods of activity indoors and 7.5' social distancing for outdoor activities.

No Sharing

- Students/staff will be required to bring their own individually labeled one-gallon water bottles. Students will not share water, food, towels, accessories, class materials, etc. **IMPORTANT:** Students will not use watering stations or building water fountains, so students will need to bring ample water with them each day to last the duration of the rehearsal (e.g., extra one-gallon jug(s) labeled with their name).
- Students will store belongings in a pre-determined staging area. Students will not share lockers.

Sanitation and Disinfection

- Students/staff must sanitize their hands periodically throughout all rehearsals/meetings.
- Students/staff will disinfect high touch surfaces throughout the rehearsal and at the end of the day.
- Students/staff will disinfect surfaces used by multiple student/staff between users.
- Staff will wear disposable gloves while disinfecting surfaces.

Space Regulations

Indoor:

- When possible, directors should maintain consistent student groupings (cohorts) throughout rehearsals/meetings and maintain those same groupings during multi-day events.
- For Band, Choir, and Dance, the maximum room capacity is 100-square-feet per student. To calculate the number of students allowed in a room, divide the room's total square feet by 100.
- For Orchestra and Theatre, the maximum room capacity is 45-square-feet per student. To calculate the number of students allowed in a room, divide the room's total square feet by 45.
- For Band and Dance, all activities must maintain 6' social distancing during non-activity and 10' social distancing during activity.
- When possible, schools should open windows and/or doors or otherwise work to improve airflow by allowing outside air to circulate in rehearsal areas.

Outdoor:

- When possible, directors should maintain consistent student groupings (cohorts) throughout rehearsals/meetings and maintain those same groupings during multi-day events.
- For marching band and dance team, all activities must maintain 6' social distancing during non-activity and 7.5' social distancing during activity.
- For marching band and dance team, a 6' social distancing during non-activity is a 3.2-step interval; 7.5' social distancing during activity is a 4-step interval.

Campus Restroom Usage

- Directors should provide a schedule of all rehearsals/meetings to the appropriate campus administrative staff and confirm that custodial services will be available for cleaning of restroom facilities both during and after each rehearsal/meeting.
- Students only may use the restroom facilities one at a time. Students needing to use facilities should wait outside the restroom until completely unoccupied.
- Hand washing by all students/staff after use of restroom facilities for 20 seconds is required.
- Staff will position sanitized wipes or paper towels and trash bins close to restroom doors with handles or knobs so that students/staff can use a wipe or towel to open door.

Instructional Practices

Band

- Utilize outdoor spaces for the majority of the marching band instructional time.
- If the chance of rain is forecast at 30 percent or higher, practice may be cancelled by director at a minimum of one hour prior to a scheduled outdoor rehearsal.
- Directors will not schedule indoor full marching band playing rehearsals until further notice.
- Updated and completed preparticipation physical forms must be on file prior to the first day of rehearsal (marching band).

- Each band member will have an assigned music stand and/or chair measured the required 10' distance apart (per CDC guidelines). For outdoor rehearsals, 7.5' social distancing is required.
- Disinfect shared percussion and color guard equipment after every use.
- All personal items must be properly stored and removed daily. No sharing of band instrument lockers. There will be no sharing of wind accessories.
- There will be no sharing of wind instruments or percussion mallets.
- Students must empty spit valves on a doggy pad or paper towel and removed by student immediately after each indoor rehearsal. Outdoors, students should empty spit valves as low to the ground as possible.
- Woodwind players will clean/swab their woodwind instruments at home.
- Consider the use of instrument bags and bell covers for additional protection against aerosol spread.
- Students/staff will implement a plan for staggered entry/exit of the rehearsal place each day.
- Students waiting to enter the rehearsal hall will be mindful of social distancing prior to entrance and may not enter the rehearsal space without required PPE.
- Student will wait to enter the rehearsal space until all students have exited from the prior class period.
- Students will not enter their rehearsal space until the room is sanitized and ready.
- Students will stow their backpack at their assigned stand/under their chair/on the floor next to them.
- Where possible, open windows or doors to the outdoors.
- Proper ventilation is present at all time.
- The last five minutes of each class will be spent on dismissal procedures: 1) putting their binder and personal items away in their backpacks; 2) student sanitation of their music stand/chair; and 3) disposal of used sanitation wipes.
- Students must continue to wear their facemask while exiting the rehearsal space.

Choir

- Each students will submit a signed Parent/Choir Member Agreement Contract requiring personal protective equipment (PPE – face mask and face shield) at all times. Students/staff may not enter choir room without the required PPE.
- Each choir member must wear the facemask and face shield properly. Students arriving for class will have face mask/shield on before entering.
- Students/staff will implement a plan for staggered entry/exit of the rehearsal place each day.
- Students waiting to enter the rehearsal hall will be mindful of social distancing prior to entrance and may not enter the rehearsal space without required PPE.
- Student will wait to enter the rehearsal space until all students have exited from the prior class period.
- Students will not enter their rehearsal space until the room is sanitized and ready.
- Each choir member must have their own supplies (binder, octavos, sight-reading materials, pencils, water, hand sanitizer [at least 60% alcohol in sanitizer mixture]).
- Students will stow their backpack at their assigned stand/under their chair/on the floor next to them.
- Each choir member will have an assigned music stand and/or chair measured the required 10' distance apart (per CDC guidelines). 6' spacing for non-active participation; 10' spacing for active participation.
- All breathing exercises must take place with a minimum of a 10' distance.
- All singing must take place with a minimum of a 10' distance in a well-ventilated rehearsal space with high ceilings or outdoors.
- Maximum time singing during a class period is 30 minutes with a 60-minute resting period between classes to allow the removal of aerosol clouds by the air filtration system.

- Alternate rehearsal spaces between classrooms and auditorium/cafeteria spaces to allow resting periods.
- Outdoor rehearsal spaces (preferred) require the five-minute resting period.
- All outdoor rehearsal spaces must be completely open or only use a covering/awning with all sides open.
- Where possible, open windows or doors to the outdoors.
- Proper ventilation is present at all time.
- Students will not use choral risers (seated or standing) to reduce aerosol droplets raining down on singers.
- There will be no movement or choreography to limit moving suspended aerosol particles (aerosol clouds).
- The last five minutes of each class will be spent on dismissal procedures: 1) putting their binder and personal items away in their backpacks; 2) student sanitation of their music stand/chair; and 3) disposal of used sanitation wipes.
- Students must continue to wear their face shield and face mask while exiting the rehearsal space.

Orchestra

- Each orchestra member must wear the facemask properly. Students arriving for class will have facemask on before entering.
- All personal items must be properly stored and removed daily. No sharing of instrument lockers. There will be no sharing of bows or other accessories.
- There will be no sharing of stringed instruments. Each player will bring an instrument from home for each rehearsal or a Director will assign a school-owned instrument only for individual use.
- Students/staff will implement a plan for staggered entry/exit of the rehearsal place each day.
- Students waiting to enter the rehearsal hall will be mindful of social distancing prior to entrance and may not enter the rehearsal space without required PPE.
- Student will wait to enter the rehearsal space until all students have exited from the prior class period.
- Students will not enter their rehearsal space until the room is sanitized and ready.
- Students will stow their backpack at their assigned stand/under their chair/on the floor next to them.
- Each orchestra member will have an assigned music stand and/or chair measured the required 6' distance apart (per TEA guidelines).
- Where possible, open windows or doors to the outdoors.
- Proper ventilation is present at all time.
- The last five minutes of each class will be spent on dismissal procedures: 1) putting their binder and personal items away in their backpacks; 2) student sanitation of their music stand/chair; and 3) disposal of used sanitation wipes.
- Students must continue to wear their facemask while exiting the rehearsal space.

Dance

- Utilize outdoor spaces for the majority of the dance rehearsal time whenever possible.
- If the chance of rain is forecast at 30 percent or higher, practice may be cancelled by director at a minimum of one hour prior to a scheduled outdoor rehearsal.
- Dancers may not share personal props and equipment such as poms, uniforms and shoes.
- Only small group instruction will take place indoors at this time with a minimum of 10' social distancing between each student. For outdoor rehearsals, 7.5' social distancing is required.
- All personal items must be properly stored and removed daily. No sharing of dance lockers.
- Updated and completed preparticipation physical forms must be on file prior to the first day of rehearsal.

Theatre

- Adhere to social distancing (6' between actors, technicians, and teachers); if necessary, divide rehearsing students into small groups working in separate rooms.
- Everyone should wear masks throughout rehearsal, both onstage and offstage.
- Whenever possible, hold virtual rehearsals. This preparatory aspect of the craft should continue to be part of your theatre program.
- Provide a hand-washing station and have hand sanitizer readily available in the dressing rooms, green rooms, backstage and all other production areas.
- Wipe down or spray all surfaces—chairs, set pieces, props, rails, technical hardware, etc.—before and after rehearsal, using CDC-approved disinfectants.
- Do not allow any sharing of makeup, costumes, or wigs. Launder all costumes and sanitize wigs after each rehearsal.
- Students should not share any voice amplification equipment. Students should avoid touching any curtain; if touching the curtain is necessary, students/staff should wear disposable gloves.
- Sanitize all technical hardware--microphones/headsets, rigging, sound and light boards, lights and rigging before and after each rehearsal per manufacturer instruction. (For microphone care, see: <https://www.shure.eu/musiciansdiscover/educational/keeping-your-microphone-clean>)
- Minimize clustering of students not directly involved in rehearsal; staff will allow only students who are required to be at rehearsals to attend.
- Blocking and direction should honor the 6' social distance requirement. Touching and physical interaction currently is not allowed for theatrical performances.
- Provide scripts for each student—ideally digitally—that honor copyright restrictions.
- Meet technical needs (set and costume construction, lights, sound, etc.) through the application of standard safe practice procedures and a staggered schedule that ensures social distancing in all workspaces.
- Conduct technical rehearsals with the minimal number of students possible and adhere to social distancing for both performers and technicians throughout.

Performance Guidelines

To provide a creative outlet for our performing arts students, and to meet the performance TEKS of performing arts courses, indoor and/or outdoor performances will be allowed with limited seating capacity. The use of outdoor tents may be considered for campuses wishing to utilize an outdoor space for a specific performing arts program performance. Our focus is to ensure all participants and audience members remain safe before, during, and after a performance. The following TEA rules and guidelines will apply to all campus performances:

- Before audience members are allowed onto campuses, school systems must screen all audience members to determine if the audience members have COVID-19 symptoms (as listed in this document) 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, school systems must screen to determine if audience members 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.
- Upon arrival at the campus for a performance, all audience members will answer screening questions, supplemented with temperature checks.

- If an audience member has an elevated temperature (≥ 100.0 F), or if they answered affirmatively to any of the screening questions, they will be directed to return home immediately.
- Face coverings must be worn by all audience members at all times while on campus attending performances.
- Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings of audience members in close proximity. Consider staggering arrival times, assigning audience members to certain entries to ensure even distribution of patrons entering/exiting at each door, and providing guidance to audience members to enter one at a time and wait six feet apart outside the entrance.

Expectations for Booster Organizations

- Boosters are not permitted to serve food, water, or snacks to students or staff.
- FBISD personnel must screen all visitors to determine if they have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and if so, they must remain off campus and away from areas where Fine Arts activities are being conducted until they meet the criteria for re-entry as noted below. Additionally, school systems must screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and if so they must remain off campus and away from areas where Fine Arts activities are being conducted until the 14-day incubation period has passed. When practical, screening questions could be supplemented with temperature checks of adults.
- The District will prevent any individual who fails the screening criteria from being admitted into school facilities or sites where Fine Arts activities are being conducted until they meet the criteria for re-entry as described below. Any individual for whom screening cannot be confirmed should be presumed symptomatic until confirmed otherwise.

COVID-19 Symptoms, Management, and Notification

Identifying Possible COVID-19 Cases

- Program directors must have a plan for immediately separating any student who shows COVID-19 symptoms while at school until a parent or guardian can pick up the student.
- Staff should close off areas used by a sick individual (student or staff) until the area can be disinfected. If possible, wait 24 hours to clean these areas to increase the chances of the virus becoming inactive. If 24 hours is not possible, wait as long as possible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Individuals Confirmed, Suspected, or Exposed to COVID-19

- Any individuals—including students, teachers, staff, or other campus visitors—who themselves either: (a) are lab-confirmed to have COVID-19 or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
 - 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:
 1. At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 2. The individual has improvement in symptoms (e.g., cough, shortness of breath); and
 3. 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.
- In addition to the criteria and processes described above, a student who has been diagnosed with COVID-19 must receive clearance from a physician prior to returning to participation in UIL activities.

Close Contact with Lab-Confirmed COVID-19 Case

- Individuals—including students, teachers, staff, or other campus visitors—who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.
- Individuals will be screened after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.
- This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:
 - Being directly exposed to infectious secretions (e.g., being coughed on); or
 - Being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.
- Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

COVID-19 Symptoms

Send home any student or staff member who reports any of the following new or worsening signs or symptoms of possible COVID-19:

- 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
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting
- Known close contact with a person who is lab-confirmed to have COVID-19 in the last 14 days

- Recently traveled to a restricted area that is under a Level 3 Travel Advisory according to the U.S. State Department (currently, Level 3 Travel Advisories include: Brazil, China, Iran, Most European Countries, United Kingdom and Ireland)

Reporting Procedures

If a student has reported COVID-19 symptoms on the screening questionnaire that have not resolved within 24 hours, is lab-confirmed to have COVID–19, has had close contact with someone who is lab-confirmed to have COVID–19, or has a family member that lives with them who is lab-confirmed to have COVID–19:

1. The student should inform the program director or meeting sponsor and remain off campus until the 14-day incubation period has passed.
2. Directors will identify students who may have been exposed to COVID-19 through close contact. Directors or other assigned staff member will oversee contact tracing in a confidential manner (see Protected Health Information below).
3. The director will notify the designated campus COVID-19 point of contact and the designated Fine Arts Department point of contact (Music-James Drew; Dance; Theatre-Travis Springfield; Choir-Gene Holkup). The Fine Arts Department and/or campus designee will contact the District's *COVID-19 Team*.
4. The *COVID-19 Team* will send written notification to all participants of the rehearsal/meeting when a positive COVID-19 case is identified among participants (staff or students). Parents or guardians also will receive written notification from the *COVID-19 Team*.
5. The *COVID-19 Team* will notify the Fort Bend County Health & Human Services as needed for guidance based on current COVID-19 Fort Bend County response and communicate with FBISD personnel.

Protected Health Information

All information gathered through the screening questionnaire, taking students' temperature, or student self-report is protected health information and must remain confidential. Additionally, if you send a student home from, or do not permit a student to attend, rehearsals/meetings due to manifesting or reporting COVID-19 symptoms, you cannot share this information with other students, parents, or campus staff. You may share this information only with the participant's parents/guardians, other staff members, and the designated campus/department COVID-19 point of contact.

Parent/Guardian Communication Plan

- Email communication(s) sent to all parents/guardians in advance of first rehearsal/meeting outlining return to campus plan, safety measures, and request completion of the screening questionnaire.
- Follow the notification procedures listed above regarding any students answering "YES" to any questions on the screening questionnaire.
- Organize virtual meeting(s) for parents/guardians and students prior to the first day of rehearsals/meetings to review plans and safety measures.
- Frequent and detailed communication via email or other means with parents/guardians throughout the period of fall rehearsals/meetings.