



## CARDWELL CAREER PREPARATORY CENTER

#CardwellPrep #IrvingISDLearnsatHome #staypositive







**2020-2021**

## **In - Person Learning**

**Please Note:** The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

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## **Student & Staff Safety Protocols**

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**All students and staff will be screened for COVID-19 symptoms regularly and individuals who present with symptoms will be separated and sent home.**

### **Screening Protocols**

- Staff will be asked to self-screen for COVID-19 symptoms prior to reporting to work each day.
- Staff will have their temperature checked prior to entering the building.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school.
- Teachers will monitor students and refer to the nurse if symptoms are present.

### **Isolation Protocols**

#### **Student or Staff Displaying COVID-19 Symptoms**

- When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.

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- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian.
  - Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
  - District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
  - Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
  - Students and staff who have tested positive for COVID-19 will be required to submit a letter of good health from a physician's office prior to returning to school.

### **Campus Protocols**

If teachers believe a student is experiencing symptoms and/or the student reported symptoms, email the nurse. Do not send the student to the clinic. We need the clinic to remain a well station.

The campus COVID-19 Response Team will be responsible for:

- Receive reports of confirmed COVID-19 cases
- Sending notifications
- Contact tracing which may include obtaining seating charts, determining appropriate wearing of mask, maintaining social distancing expectations and obtaining any other information deemed necessary

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## Protocols for Face Coverings

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The District will rely on guidance from the Department of State Health Services (DSHS), Dallas County Health Department as well as any executive orders or directives from Governor Greg Abbott, to determine the use of face coverings.

### **Staff Expectations**

- All employees are required to wear face coverings upon entry to any building, in all common areas including hallways and restrooms, and when speaking with anyone else.
- Upon arrival to the building/work site, proceed to the designated area where temperature checks will be conducted daily.
- Remain 6 feet apart when waiting to be screened and cleared.

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## **Student Expectations**

- Students will wear face coverings in hallways, common areas, while riding the bus to and from school and during arrival and dismissal, and in the classroom.
- Students' individual needs will be addressed on a case-by-case basis.
  - Requests for accommodations should be submitted to campus administration.

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## Protocols for Campus Visitors

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Campuses will utilize remote meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a face covering. Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

### **Visitor Screening/PPE Requirements**

- All individuals entering the building will be required to wear face coverings.
- Individuals proceeding beyond the foyer area will be subject to the following guidelines:
  - All visitors will be subject to screening by way of a symptom screening questions.
  - Virtual meetings will be available when possible.
  - Visitors and staff will maintain physical distancing for ARD and other meetings in smaller conference areas.

### **Campus Protocols**

- Parents are encouraged to double-check that their student has all of their items when leaving in the morning (i.e. backpack, computer, charger, white board marker, ID badge, mask, etc.)
- Parents will not deliver lunches to their student
- Parents will not deliver flowers, gifts, or other non-essential items

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## Protocols for Disinfecting and Hand Sanitizing

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### **Hand Washing/Sanitizing Expectations**

- Alcohol-based hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Staff will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of IISD-provided hand sanitizer:
  - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day
  - Thorough hand washing before eating and following restroom breaks

### **Disinfecting Expectations**

- Staff will have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies when possible.



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## Protocols for Campus Cleaning and Disinfecting

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Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

### **Daily Campus Cleaning**

- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected daily.
- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected during lunch and between lunch periods.
- Staff will have access to disinfectant to sanitize working surfaces and shared objects after each use and during breaks in instruction.

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## Work and Learning Environments

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### **Classroom Configurations and Procedures**

- Each classroom will be outfitted with the following:
  - Visual reminders of distancing requirements will be in all classrooms, marking off areas for common spaces and distancing best practices.
  - Refillable alcohol-based hand sanitizer stations
  - Access to disinfectant to sanitize working surface
- Desks or tables will be socially distanced as much as instructionally possible.
- Group or pair work can be implemented while maintaining physical distancing. Facial coverings will be worn if group gatherings occur.
- Student materials and supplies will be placed in close proximity to students to reduce movement in the classroom.
- When possible, eliminate communal supplies. Shared supplies will be sanitized between use.

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- When possible, technology can be utilized when the use of manipulatives are needed. Teachers will consider assigning cohorts of student's specific manipulatives in order to reduce the possibility of exposure or consider creating individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.
  - Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
  - The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

### **Campus Protocols**

- Students will complete the remote learning lesson that is offered through Canvas while participating in instruction via in-person learning. A paperless community will be what we strive for.
- Teachers will create a seating chart to aid in cleaning protocols, as well as contact tracing
- Labs will be filmed and viewed through a digital learning platform.
- Online notebooking is encouraged.
- Teachers and students will take their computers to and from school everyday.

### **Common Areas**

- Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, campus libraries, conference rooms other meeting rooms.
- Campuses will develop schedules and protocols for the use of common areas, including how to sanitize space between use. When needed, students will bring personal supplies from the classroom. All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- The use of virtual meetings will be considered when possible.
- In-person meetings will maintain social distancing. Facial coverings will be required.

### **Campus Protocols**

- Communal water fountains will be closed. Teachers and students are encouraged to bring clear water bottles that can be refilled with ice and water in the cafeteria during lunch.
- Sanitation stations will be placed in common areas such as hallways and outside of student restrooms.
- Signs will be posted to encourage social distancing and to identify entrance and exit doors.

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## **Restrooms**

- Proper handwashing technique will be taught to all students and consistently reinforced.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- After a restroom break, students will be required to use hand sanitizer before reentering the classroom.

## **Campus Protocols**

- Restrooms are limited to one person at a time.
- Signage is provided to determine if the bathroom is “occupied” or “unoccupied”.
- Handwashing stations are located outside of the bathroom so students may sanitize after flipped in the signage on the bathroom door.

## **Transitions**

### **When possible, the following protocols should be implemented:**

- One-way traffic throughout campus corridors will be established.
- Walking pathways throughout the building will be designated with appropriate signage. This includes the entrance and exit doors.

## **Campus Protocols**

- Since Cardwell is a 3 hallway campus, one way hallways are not feasible. The walking flow for the halls follow typical patterns of walking on the right hand side.
- The floor will be marked to indicate social distancing guidelines (6ft)
- There is signage on all entrances and exits.
- Double-blocked classes will not break at the transition bell.

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## **Arrival**

### **When possible, the following protocols should be implemented:**

- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.
- When possible, separate entrances will be utilized for car riders, bus riders, walkers and daycares (procedures may vary based on the number of campus entry and exits).
- All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway.
- Students arriving at campus start time will go straight to the classroom upon arrival and will not wait in a centralized holding area.
- Parents will not be allowed to walk students to classrooms.
- There will be bus procedures, based on campus specific needs.

### **Campus Protocols**

- Bus riders will have a single entrance on the south side of the building.
- Walkers, drivers, and drop offs will enter the front of the building.
- There will be signage indicating where to form a line, if necessary, while temperature checks are conducted. Both staff and students may enter the front of the building; however, separate doors will be utilized.
- Cardwell will open at 8:15 each day, beginning on Monday, September 28th for students who selected in-person learning on their info snap or via Campus Operations.
- Students who are not in-person learners will not be permitted to go to the classroom. A parent must pick them up or grant permission for their student to walk home.

## **Dismissal**

### **When possible, the following protocols should be implemented:**

- Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders and daycare students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
- There will be bus procedures, based on campus specific needs.

### **Campus Protocols**

- Students will be dismissed by the classroom teacher, not the bell.
- Students will exit the closet door to their classroom, much like a fire drill. This will be the only exit door the student may use and teachers will ensure this protocol is followed.

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- Students will immediately walk to the bus dismissal area, which is the same as the drop off.

### **Breakfast**

When possible, the following protocols should be implemented:

- Students that need breakfast will be able to purchase a “grab and go” meal to eat in their classrooms.
- Teachers will monitor in the cafeteria and hallways to ensure social distancing.

### **Campus Protocols**

- Students will be provided a “grab and go” meal and will eat in the classroom.

### **Lunch**

When possible, the following protocols should be implemented:

- Students who choose in-person learning will grab their meals and either eat in the classroom, outside or socially distanced in the cafeteria. Due to limited spacing as we ensure the safety of students, parents/guardians will not be permitted to eat lunch with their child until further notice.
- Students who choose remote learning will pick up meals in a “grab and go fashion” via a drive-through lane each week. More information will be forthcoming on remote lunch pick-ups.

### **Campus Protocols**

- Students will eat in the cafeteria.
- Students will enter the cafeteria through designated doors and sit at a table. Available seats are marked with a purple eagle.
- Students will be dismissed to the lunch line and social distancing will be marked.
- Microwaves will be cleaned, by the student, after use.

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## **Art Classes**

- Students will not share art supplies.

## **PE**

When possible, the following protocols should be implemented:

- Physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be on the gym floor as reminders of social distancing rules.
- Equipment will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.

## **Campus Protocols**

- If PE activities are outside and more than 6 ft apart, the teacher will determine if students may remove their masks, based on the activity.
- Purple eagles have been placed on the gym floor to indicate safe seating distances.

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## Campus Events

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- No in-person assemblies will be approved until further notice.
- No field trips will be approved until further notice.
- Meet the teacher, open house, parent conferences, etc. will be held virtually.
- Parents will be allowed to attend performances virtually.

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## Transportation

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The following daily protocols will be in place for busing:

- Bus drivers shall wipe down the bus seats with disinfectant wipes and spray disinfectant as part of their post-trip routine.
- Each week, bus sanitation will include a fogger machine that uses a bleach and water mixture as well as its primary fluid to disinfect each bus.
- Each bus driver will wear a face mask and gloves.
- Students will be required to wear masks during the bus ride.
- Buses will load and seat students from back to front.
- Assigned seating will be determined by campus staff as deemed necessary.

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## Extracurricular Activities (Secondary)

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Extracurricular programs will operate as follows:

### **Cheer**

Practices and performances will be conducted following safety protocols provided by guidance from Irving ISD, UIL and the Texas Education Agency. This will include COVID screenings, small group sizes, sharing and sanitizing of equipment, locker room usage, etc.

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## **Athletics**

- Athletic practices and contests will be conducted following safety protocols provided by guidance from Irving ISD, UIL and the Texas Education Agency (TEA).
- This will include COVID screenings, small group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities, and equipment will be sanitized on a regular basis.
- Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.
- Bus travel will follow transportation guidelines provided by Irving ISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines.
- Ticketing for events may be utilized to control capacity of facilities.
- Postgame sign-out procedures for athletes will be communicated to parents prior to the beginning of each season.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized, and event doors may be propped open to minimize physical contact with handles.
- Spectator seats may be marked and/or configured in a way to enforce social distancing. Concessions may be limited to encourage social distancing and to follow health and safety guidelines.

## **Fine Arts**

- Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., Irving ISD, TEA, UIL, etc.). Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., Irving ISD, TEA, UIL, etc.).
- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., Irving ISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees and the orientation of concerts.
- All fine arts performances will be streamed online when possible.
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

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## Career and Technical Education (CTE) (Secondary)

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CTE classes will follow school opening procedures with additional safety precautions. We will follow district and state protocols regarding social distancing, safety procedures and sanitizing surfaces and materials. If necessary, additional supplies will be purchased to prevent sharing of materials.

Additional safety and sanitation practices include:

- Sanitizing computer equipment after each use.
- Limiting group activities.
- Classroom seating arranged so that students are following social distancing guidelines.
- Provide PPE (masks, gloves, hand washing) for classes that require physical interaction during labs (health science, cosmetology, culinary, etc.).
- Provide individual supply/equipment bags for activities that require students to use the same equipment.
- Postpone student field-based activities until further notice.
- Virtual competitions will be allowed, and students will prepare for spring competitions.

