



Brandenburg Elementary School



2021
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2020-



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.

Student & Staff Safety Protocols

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.
- 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.

Protocols for Face Coverings

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.

Student Expectations

- Students in Pre-K through 5th grade will wear face coverings in hallways, common areas, specials, and during arrival and dismissal.
- Students in grades 3-5 will wear face coverings in the classroom.
- Students' individual needs will be addressed on a case-by-case basis.
 - Requests for accommodations should be submitted to campus administration.

Protocols for Campus Visitors

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 reception area will be subject to the following guidelines:
 - All visitors will be subject to screening by way of a symptom screening form or temperature check.
 - Virtual meetings will be available when possible.
 - Visitors and staff will maintain physical distancing for ARD and other meetings in smaller conference areas (only in the event that a virtual meeting is not feasible.)
 - Parent center volunteers will be confined to the parent center. They will be screened before entering the building and will not be able to walk the building.

Protocols for Disinfecting and Hand Sanitizing

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 after recess, before eating, 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.

Protocols for Campus Cleaning and Disinfecting

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.
- Custodians will wear masks and gloves during work hours.
- Staff will have access to disinfectant to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Work and Learning Environments

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 in grades 3-12 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.
- 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

- Teachers will switch classrooms in lieu of students in an effort to minimize the amount of students who are sharing classroom supplies.
- Teachers will be encouraged to do independent work during their guided reading groups to avoid student-to-student contact during stations.

Common Areas

- Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, campus libraries, conference rooms and 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

- Front office, clinic, library, art room and music room will have UV air purification systems to increase clean air flow.
- All staff meetings will be virtual until further notice.
- Teachers can socially distance and eat their duty free lunch at cafeteria tables in the cafeteria (students will be eating in the classroom).
- Communal microwaves and refrigerators will have sanitizing wipes nearby with a sign that asks teachers to clean after each use.
- Communal water fountains will be closed but teachers/students will be encouraged to bring water bottles.

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

- Teachers with restrooms in the classroom will be asked to ensure that each student has attempted to use the restroom before going to specials.
- Teachers with restrooms will create a staggered restroom schedule inside the classroom and not use public restrooms within the school.

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

- Students in hallways will follow traffic guidelines (right lane, left lane)

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

- The building doors will open at 7:25am allowing students to walk straight to class.
- There will be 5 available entrances. Students will be notified which entrance they will use for arrival and dismissal. Exceptions will only be made for siblings.
- Staff will be assigned to each available entrance to complete temperature checks and ensure that masks are worn. If students do not have a mask, one will be provided.

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.

Campus Protocols

- The campus has a 3:08 bell for daycare. There will be staff members assigned to walk students to the cafeteria. Students will wear face coverings and be distanced as much as possible while they wait in the cafeteria for their daycare bus.
- Walkers will stand at the end of their dismissal line and will be allowed to walk home once they are outside.
- Teachers will walk students to one of two dismissal lines (front and back of the school) and stand with facial coverings following the hallway traffic rules. Outside, teachers will stay with their students in their designated area while students are dismissed.

Breakfast

When possible, the following protocols should be implemented:

- Teachers will monitor in the cafeteria and hallways to ensure social distancing.

Campus Protocols

- Students will go straight to class. Teachers will grab enough breakfasts from the closest cart for all of his/her homeroom students.

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 be picked up by a paraprofessional/reliever at their designated lunch time. Wearing a mask covering, they will go through the lunch line and grab their lunch and return to class. Students will eat in their classrooms.
- Teachers will be encouraged to open their classroom windows during lunchtime to increase airflow.

Recess

When possible, the following protocols should be implemented:

- Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.
- All students and staff will be required to use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- “Mask breaks” will be implemented as needed.

Campus Protocols

- Teachers will be encouraged to do brain breaks, nature walks and virtual field trips amounting to at least 30 minutes of recess time.

Specials

- Students will not share art supplies.
- Music equipment will be sanitized and wiped down after each use.
- Having specials in the classroom or outdoors is recommended.

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.

Cougar Library Plans 20-21

- Students will come on an AB schedule and be able to take several books at one time to assure they have enough to read. They also will have access to all e-books as well.
- All students must come to the library with their class to assure limited exposure from other classes. Students will wear masks in the library (no individual library passes).
- Any books that are touched will go into a quarantine bucket. Any returned items coming from home or classrooms will also go through a minimum three day quarantine.
- The librarian will have story time with a face shield and all students will be spaced apart on the library floor instead of sitting close together.

- The librarian will go to classrooms for instructional lessons and make lessons. All materials used will be sanitized between classes or be materials that will not be reused again by another student.
- Library clubs and organizations will be held through Google Classroom when possible

Campus Events

- 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 class parties and performances virtually.

Transportation

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.