



**SINGLEY**  
ACADEMY



THE  
**PHOENIX**



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.

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## **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 to 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.

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## **Protocols for Face Coverings (Masks)**

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. Per district health guidelines, gaiters are not permitted as face masks.

### **Staff Expectations**

- All employees are required to wear face masks at all times. This includes entry to 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**

- All students will wear face masks at all times. This includes in hallways, common areas, while riding the bus to and from school and during arrival and dismissal, and in the classroom. This is non-negotiable. If a student refuses to wear a face mask, parent/guardian will be notified to pick-up student. Student will be moved to remote learning.
- 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 reception area will be subject to the following guidelines:
  - All visitors will be subject to screening by way of a symptom screening form.
  - Virtual meetings will be available when possible.
  - Visitors and staff will maintain physical distancing for ARD and other meetings in smaller conference areas.

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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. (Bus/cafeteria entrance, auditorium, conference center, 2<sup>nd</sup> floor stairwells, 1<sup>st</sup> floor stairwells, restrooms)
- Staff will be expected to regularly wash or sanitize their hands.

### **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.
  - Classrooms will be disinfected before and at the end of each class.
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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
  - 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.

### **Singley Campus Protocols**

- Students must wash/or use hand sanitizer when entering the classroom.
- Desks/Tables will be socially distanced as much as instructionally possible.
- Minimize student movement within the classroom.
- Seating charts will be utilized by all staff.
- Students will bring personal materials such as pencils, pens, paper, etc.

### **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.

## **Single Campus Protocols**

### Conference Center/Auditorium

- Sanitize hands upon entering and leaving
- Seating will follow social distancing guidelines
- Microphones will be cleaned after each use
- No food will be allowed in the auditorium

### Elevators

- Only students and staff with physical impairment, accommodations, or need to move large/heavy equipment will be able to use the elevator.
- No more than 2 people will ride the elevator at the same time.
- Masks will be worn when on the elevator.

### Library

- Visual reminders will be added, and furniture rearranged to help students maintain social distancing while in the library.
- Students and staff will wash/sanitize hands upon entering and after visiting the library.
- High touch surfaces will be disinfected regularly.
- Occupancy will be limited.

## **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.

## **Singley Campus Protocols**

- The maximum occupancy will be posted outside each restroom. During restroom breaks, only 50% occupancy will be allowed. Occupancy will be monitored during restroom breaks by teachers and staff members.
- A restroom schedule has been developed for each class period to prevent the co-mingling of students from other classrooms.
- Students will wait outside the restroom on designated floor markers until instructed to enter by the teacher or staff member monitoring the occupancy of the restroom.
- Signage will be posted in each restroom as reminders of proper hand-washing protocols, which stalls/urinals are available to use when the restroom is occupied. Additionally, trash cans will be placed at the door of each restroom.
- After a restroom break, students will be required to use hand sanitizer before reentering the classroom.

## **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.

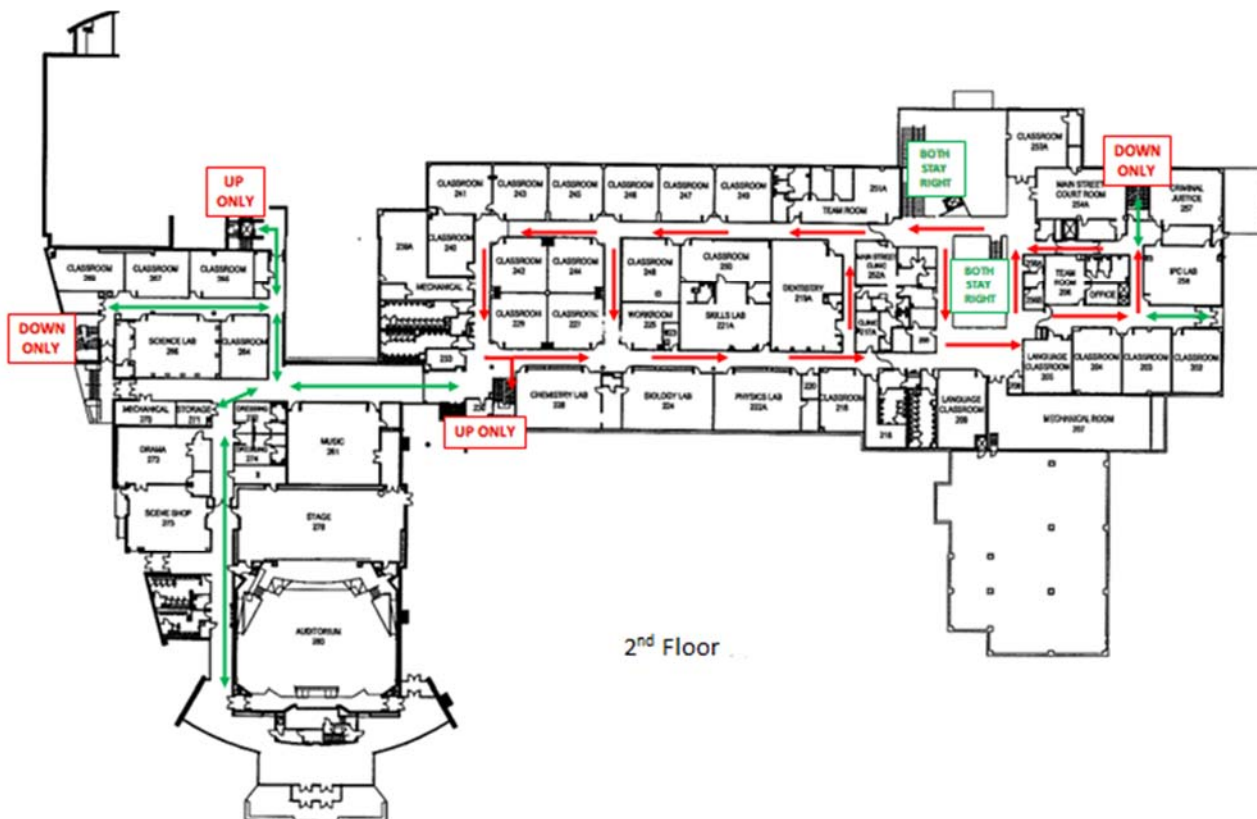
## **Singley Campus Protocols**

- Students, faculty, and staff members will travel to and from classrooms and public areas utilizing one-way traffic and will follow protocols for face coverings.
- Stairwells, Stairways, and walking pathways throughout the building will be designated as one-way and students, faculty and staff will travel in the direction as marked, “up only, or down only”.
- Walking pathways throughout the building will be designated with appropriate signage. This includes the entrance and exit doors.

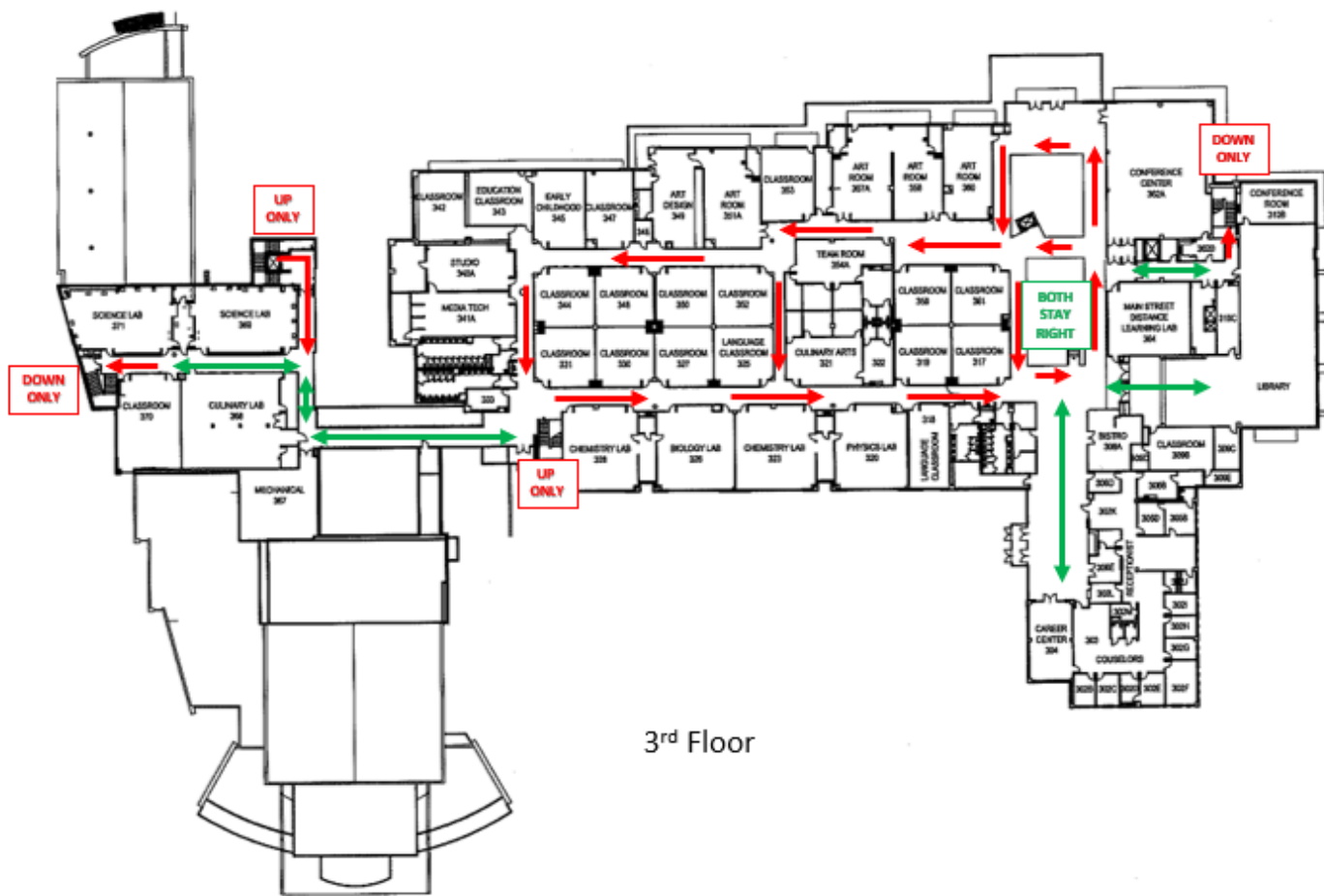




1<sup>st</sup> Floor



2<sup>nd</sup> Floor



3<sup>rd</sup> Floor

## **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.

## **Singley Campus Protocols**

- Entry doors will be designated based on arrival method: bus riders/parent drop-off/student drivers.
- Hand sanitizer will be available to students upon arrival.
- Students who do not have a mask will be given one upon entry.
- Students will scan-in upon entry to ensure they are an in-person learner.
- Students dropped off prior to 7:30 am must be in their assigned location (cafeteria, library, conference center, auditorium) prior to the start of school. (Students will be assigned a location to sit between 7:00-7:30).
- Students arriving at 7:30 am or after will go to their 1st/5th period teacher.
- There will be no loitering in the building in the morning or afternoon.
- All breakfast will be Grab-and-Go style starting at 7:30am. Students will take their breakfast to their 1<sup>st</sup>/5<sup>th</sup> period classroom to eat.

## **Commuters**

- Commuter buses will drop off students in the back by the cafeteria.
- Hand sanitizer will be available to students upon arrival.
- Students who do not have a mask will be given one upon entry.
- Students will take their Grab & Go Breakfast and go straight to class.

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## **Dismissal**

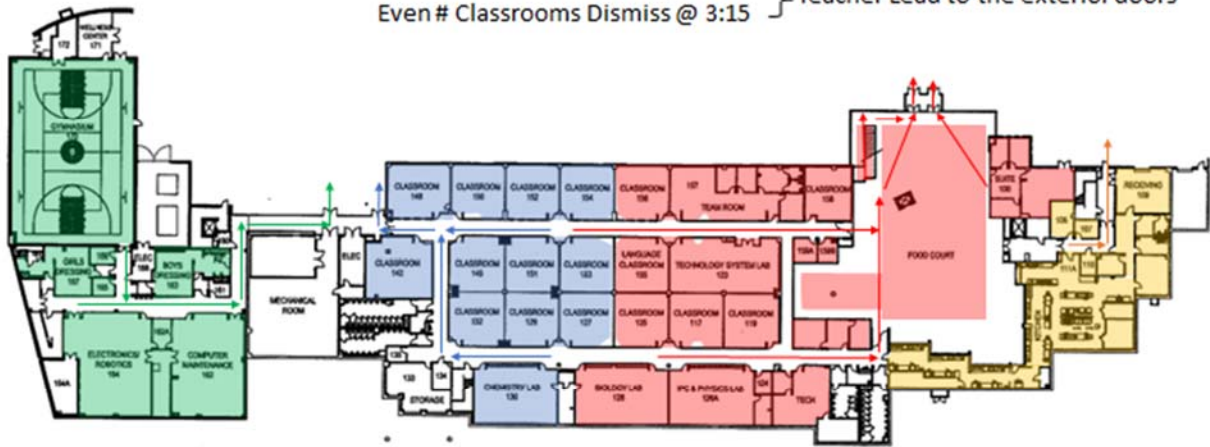
**When possible, the following protocols should be implemented:**

- 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.

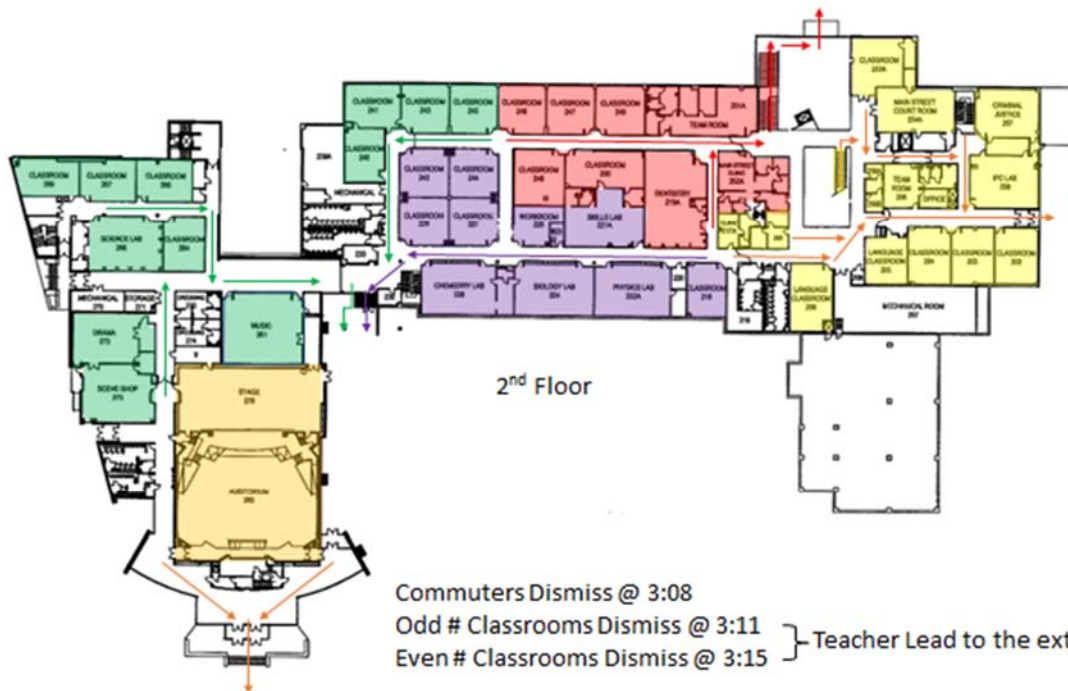
## **Singley Campus Protocols**

- Dismissal for bus riders, car riders and drivers will be staggered as follows:
  - Commuters will be dismissed at 3:08 PM.
  - Odd numbered classrooms will be dismissed at 3:11 PM.
  - Even numbered classrooms will be dismissed at 3:15 PM.
- Teachers will escort students to the designated exterior door at the designated release time.
- Students who ride the school bus will be dismissed according to the designated time and will proceed to the designated exterior door.
- All students must exit the building at designated time and will not be allowed to remain in the building after 3:30 PM.
- During inclement weather, classroom will be dismissed individually, and alternate exits will be utilized if needed.

Commuters Dismiss @ 3:08  
 Odd # Classrooms Dismiss @ 3:11  
 Even # Classrooms Dismiss @ 3:15 } Teacher Lead to the exterior doors

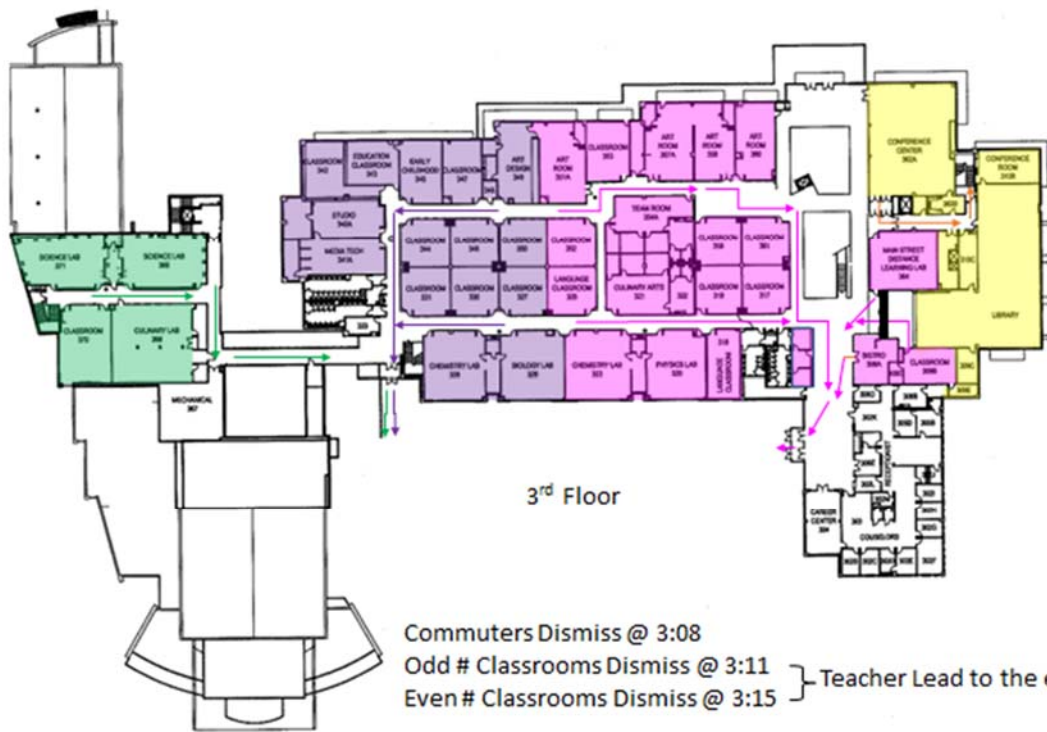


1<sup>st</sup> Floor



2<sup>nd</sup> Floor

Commuters Dismiss @ 3:08  
 Odd # Classrooms Dismiss @ 3:11  
 Even # Classrooms Dismiss @ 3:15 } Teacher Lead to the exterior doors



## **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.

## **Singley Campus Protocols**

- All breakfast will be Grab-and-Go style starting at 7:30am. Students will take their breakfast to their 1<sup>st</sup>/5<sup>th</sup> period classroom to eat.

## **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.

## **Singley Campus Protocols**

- Students will be assigned lunches by class.
- Teachers will escort students to cafeteria daily, ensuring students are social distanced in the hallways.
- Students will sit at assigned tables and seats, by class. Students will sit at these assigned places every day.
- All students will face the same direction, when possible, unless a barrier is present.
- Any extra chairs will be removed from the cafeteria to discourage students from moving chairs.
- Students will be dismissed by table to throw their trash away. Staff members monitoring lunches will dismiss classes in an orderly fashion.

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## **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.

## **Singley Campus Protocols**

- Encourage outdoor PE
- Hand sanitizer will be available before/after class.

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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 class parties and 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.
- 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)

\*Single students who are participating in extracurricular activities at their zoned campus will follow the general guidelines below. Check the specific campus website for additional campus protocols.

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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.

### **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.

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## **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 when possible.
- 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.

### **Single Campus Protocols**

#### **The School of Culinary Art & Hospitality:**

- Tables will be arranged so students will be socially distanced.
- Students will have PPE for small labs and mock serving activities - Uniforms, Mask, Gloves.
- Students will be trained extensively on sanitation, safety and food service - including takeout, delivery and reopening through ServSafe COVID trainings from the National Restaurant Association

#### **Culinary Lab:**

- Students will be trained extensively on sanitation and safety through ServSafe with additional emphasis on updated COVID precautionary measures from the National Restaurant Association.
- Students will have PPE - Uniform, Mask, Gloves - worn daily and properly throughout lab
  - Limit the number of students in locker room through a rotation at the beginning and end of lab

- Group sizes in stations will be limited to 2

### **The School of Law & Public Service:**

- Physical Training will only be conducted outside and in accordance with social distancing. Teachers need to have rigorous backup lesson plans in case of inclement weather.
- Hands-on skills will be modified to adhere to social distancing.
- Hands-on skills that can be performed outside will be done outside, with masks and social distancing.
- Hands-on skills that can only be done in doors will need to follow social distancing and mask guidelines.
- Hands-on skills that require close contact such as handcuffing will require masks, gloves, and face shields or postponed until it is safe to teach the close contact hands-on skills.
- All CTE equipment students use will be sanitized after each use.
- Guest speakers will be done virtually.

### **School of Health Science:**

- Must wear mask on entry of class and mask remains on throughout the class period.
- Wash hands on entry of class for 30 sec minimum. Do not touch any surfaces, objects, materials, etc. in class if waiting your turn to wash your hands. Wash your hands before leaving the class-- same instructions as above (no you cannot substitute hand sanitizer at this time)-- then return to your area but do not touch recently sanitized table and chair.
- Wipe with disinfectant-- ANY surface you touched and within 6 ft of where you worked/sat immediately after moving from your area before leaving the class or moving to clinic. Always wash hands after disinfecting surfaces as stated above.

### **Dental Protocols:**

- Dental students will be working with a partner and in small groups of 3 in clinic at times.
- During clinical labs dental students will be social distanced.
- Students will have PPE for small labs and mock serving activities - Uniforms, Mask, Gloves.

### **Before working on each other:**

- Every student answers CDC Covid19 question honestly.
- Every student will pre-rinse with Listerine for 1 minute.
- Every student will have temperature taken
- Wash hands with soap and water for 30 seconds

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- Don surgical gown (all students).
  - KN95 masks for students working on patient plus another mask barrier.
  - Don safety glasses.
  - Face shields for students working on patient.
  - Wash hands again or use alcohol until hands dry.
  - All students wear sterile gloves including patient.

**The School of Innovative Technology:**

- Will follow district guidelines above

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