



Created for Stipes Elementary on July 15, 2020

STIPES
STALLIONS



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.

Student & Staff Safety Protocols

All students and staff will be monitored 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 daily for COVID-19 symptoms prior to reporting to work.
- 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. take 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.
- Students who come in close contact with a COVID-19 positive individual will be asked to self-quarantine for 14 days and may not return to campus during this time, but will transition to remote learning during the 14-day waiting period.

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 campus, staff will report to a designated area for daily temperature check.
- All employees will remain 6 feet apart when waiting to be screened and cleared.

Student Expectations

- Students in Pre-K through 2nd grade will only wear face coverings in hallways, common areas, while riding the bus to and from school, and during arrival and dismissal.
- Students in 3rd through 12th grade will wear face coverings in hallways, common areas, while riding the bus to and from school, during arrival and dismissal, and also 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.
 - All visitors will be subject to a symptom screening and temperature.
 - Virtual meetings will be available when possible.

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 and students 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 occur to 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.

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 and wearing facial coverings.
- 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

- In grades 3 -5 where classes are departmentalized, students will remain in their homeroom classes and teachers will transition to deliver instruction for their respective subjects.
- When possible, students will submit work via Canvas or in their journals to reduce the exchange of paper and possible exposure.

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

- Signage and visible markers will be present to direct and assist students with socially distancing in common areas.
- All students and staff will use sanitizer upon entering and exiting a common area.
- The use of virtual meetings/videoconferencing is preferred when possible, including parent information meetings, parent-teacher conferences, ARDs, LPAC meetings etc.
- If meetings must be held in person, all social distancing protocols will be implemented:
 - All participants will be screened
 - Facial coverings must be worn
 - Six-foot social distancing when possible

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.

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- 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

- Each grade level will have an assigned restroom area and be provided with a schedule for restroom breaks.
- Proper hand washing will be monitored and signage with hand washing procedures will be posted.
- No more than 3 students will be permitted in the restroom at one time.
- Students will wear a face covering during the restroom breaks
- Signage and markers will be posted to direct and assist students with socially distancing while standing in line.

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

- Directional signage will be posted on the floor indicating that all students must walk on the right side of the hallway at all times, 6 feet apart.
- Students and teachers will wear a face covering during all transitions.
- Stop signs will be posted at the end of each hallway to indicate where students should wait for directions from a teacher to proceed into a common area.

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 ensure social distancing.
- Students arriving at campus at 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

- At 7:30, doors will open and car riders will enter through the main front doors and report to class. Parents will remain in cars. Drop off is NOT allowed in the parking lot.
- Bus riders will arrive on the west side of the building in the bus loop to report to designating holding areas that are set up to provide social distancing (Cafeteria for K-2/Gym for 3-5). Buses will dismiss students one at a time to maintain social distancing.
- At 7:30, two entries will be available : Riders on the east side of crosswalk enter door near playground - those on the west of crosswalk will use main entry
- All students will wear masks upon entering the building.
- Directional signs and staff will ensure social distancing in the hallways.
- Special Education students in cars (with designated hang tag permit) will arrive in the side loop and wait with parent at designated location while maintaining social distancing, until staff member comes to escort student to class..

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

- Bus riders will report to the gym and take an assigned seat that is socially distanced. Until called to board bus.
- Staff will monitor students and escort to buses one group at a time with social distancing in place.
- Car riders and walk offs will remain in the classroom for staggered dismissal.
- Staff will monitor students and release one at a time as car rider numbers are called.
- Due to social distancing requirements and the safety of students, there will be NO Parent Walk-Ups allowed at dismissal. Parents are only permitted to pick up if they are in the car loop and remain in their vehicle. Otherwise, parents can meet their student off campus on the other side of the street.

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- Students who walk home will have a staggered release and will be monitored until they leave school property. Parents who do not wish to use the car loop must wait for students off campus (across street, at home, etc)
 - Day Care riders will report to their designated areas and maintain social distancing with masks and assigned seating until called to load vans at staggered intervals.
 - All staff and students will follow social distancing protocols at dismissal by wearing masks, following directional signs and maintaining 6 feet distance from others.

Breakfast

When possible, the following protocols should be implemented:

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

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 use one of two lines in the cafeteria. They will follow directional signs and cues from staff to obtain their meal while maintaining social distancing.
- Students will either eat in the classroom, or socially distanced in the cafeteria at assigned seats. Parents/guardians will not be permitted to eat lunch with their child until further notice. .

Recess

When possible, the following protocols should be implemented:

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- 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.

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.

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:

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- 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.

Extracurricular Activities

Extracurricular programs will operate as follows:

Enrichment Clubs

- After School Clubs will follow safety protocols that parallel those implemented during the school day. This will include COVID screenings, small group sizes, sanitizing of materials and equipment, social distancing and facial coverings, etc.
- Parents are expected to pick up on time at the designated time and location. Parents must remain in their car at all times. Failure to follow protocols may result in a discontinuation of enrichment club attendance.
- Enrichment club fees are used to purchase materials upfront and are non refundable.

Tutoring

- After school tutoring will follow safety protocols that parallel those implemented during the school day. This will include COVID screenings, small group sizes, sanitizing of materials and equipment, social distancing and facial coverings, etc.
- Parents are expected to pick up on time at the designated time and location. Parents must remain in their car at all times. Failure to follow protocols may result in a discontinuation of tutoring services.

