





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

Monitoring Protocols

- **Staff will be asked to self-monitor for COVID-19 symptoms prior to reporting to work each day including checking their temperature.**
- **Parents/guardians are expected to monitor their students for COVID-19 symptoms each day prior to sending their children to school.**
- **Teachers will monitor students and refer them to the nurse if symptoms are present.**

Isolation Protocols

Student or Staff Displaying COVID-19 Symptoms

- **When a student displays symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student should be sent home.**
- **Students who are ill will be separated from their peers and must be picked up within 30 minutes, but 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 test positive for COVID-19 are 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. Face coverings must be worn over the nose and mouth.

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.

Student Expectations

- Students in Pre-K through 2nd grade will wear face coverings in hallways, common areas, while riding the bus to and from school and during arrival and dismissal.
- Students in 3rd through 5th grade 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 to the face covering requirement must be submitted in writing 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 are required to wear a face covering. The face covering must cover the nose and mouth. Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

Visitor Screening/PPE Requirements

- All individuals entering the building are required to wear a face covering.
- 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 meetings
 - Only visiting adults essential to the meeting may attend in person. Others may attend virtually.

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 are expected to regularly wash or sanitize their hands.

- Teachers will provide hand sanitizer upon entry to classroom and periodic reminders during instructional day.
- Staff and students should thoroughly wash their hands after recess, before eating, and following restroom breaks.

Disinfecting Expectations

- Staff will have access to disinfectant to sanitize high-touch surfaces, working spaces, 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.
- 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, marking off areas for common spaces and distancing best practices
 - Refillable alcohol-based hand sanitizer stations

- **Access to disinfectant to sanitize working surfaces**
- **Desks or tables will be socially distanced as much as physically possible.**
- **Group or pair work may be implemented while maintaining physical distancing.**
- **Student materials and supplies will be placed in close proximity to students to reduce movement in the classroom.**
- **When possible, shared supplies will be eliminated. Shared supplies will be sanitized between use.**
- **When possible, technology will be utilized in place of manipulatives. If necessary, teachers may 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, when possible and appropriate.**
- **Students' individual needs will be addressed on a case-by-case basis.**

Common Areas

- **Common areas include spaces that are used for meetings and collaboration. This includes 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 are required.

Restrooms

- Proper handwashing technique will be taught to all students and consistently reinforced.
- Whole class restroom breaks will be scheduled twice each day for grades 1st - 5th to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Teachers will monitor 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.
- Grades PK and K will use the class restroom only. They will not take whole class restroom breaks.

Transitions

When possible, the following protocols should be implemented:

- One-way traffic throughout campus corridors will be established when possible.
- Walking pathways throughout the building will be designated with appropriate signage. This includes the entrance and exit doors.
- **At all times, students and staff will walk to the far right of the hallway while maintaining a Sound Level of 0.**

Arrival

When possible, the following protocols will be implemented:

- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building.
- 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 and distancing in hallways.
- Students arriving at campus between 7:30 - 7:45 will go straight to the classroom upon arrival and will not wait in a centralized holding area.
- Parents are not allowed to walk students to the classrooms.
- There will be bus procedures, based on campus specific needs.

J. O. Davis Procedures

- Students will have their temperature taken each day upon arrival.
- So that staff members can access the parking lots, only staff members will be allowed to pull into the parking lot before 7:25.
- 7:25 - Campus personnel will begin supervision of outside staging areas. Learners will line up next to their teacher's name. Social distancing is expected.
- 7:30 - Learners will walk into the building from their staging area using the door closest to the staging area and their classroom.
- 7:30 - 7:45 - Learners will enter the building through the door closest to their classroom as designated by the map below.
- 7:45 - All late learners must enter the building through the main entrance.

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.

J. O. Davis Procedures

Daycare Vans, Transportation Services, and Yellow Buses

- Staggered dismissal from the classroom using intercom.

- Daycare Vans and Transportation Services A - L
- Daycare Vans and Transportation Service M - Z
- Yellow Buses

Car Riders

- PK4ers, Kindergarteners, and 1st graders
 - Will be dismissed from their classrooms by their dismissal numbers
 - Dismissal location is Jackson Street loop.
 - Parents **MUST** stay in their vehicles and display the dismissal number.
 - No parent walk-ups will be allowed.
 - Walkers and bike riders will dismiss from the front of the building after the last car number has been entered.
- 2nd - 5th graders
 - Will be dismissed from their classrooms by their dismissal number
 - Dismissal location is Davis Drive, the main parking lot.
 - Parents **MUST** stay in their vehicles and display the dismissal numbers.
 - No parent walk-ups will be allowed.
 - Walkers and bike riders will dismiss from the front of the building after the last car number has been entered.
- Walkers and Bike Riders
 - Walkers and biker riders will dismiss from the front of the building after the last car number has been entered.
 - Students are asked to immediately leave campus and begin walking home at the end of the school day.
 - Students should keep social distance and use a face covering while walking to and from school.

Breakfast

When possible, the following protocols should be implemented:

- Students that need breakfast will receive a breakfast from the breakfast cart. The cart will deliver the breakfast to the 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.
 - Pick up for J. O. Davis remote learners -
 - Irving High School
 - Saturdays
 - 9:00 - 11:00am

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, at the discretion of the teacher.

J. O. Davis Procedures

- Each class will have at least one 20-minute recess each day.

- The schedule will support each group's ability to maintain social distancing.
- At this time, recess equipment will not be utilized.

PEAMS (PE, Art, Music)

When possible, the following protocols should be implemented:

- Students will not share art supplies.
- Music equipment will be sanitized and wiped down after each use.
- Any activities bringing students into close physical contact will be avoided, when possible.
- 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, and all meetings to include parents, will be held virtually.

Transportation

The following daily protocols will be in place for bus transportation-

- 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 are required to wear masks on the bus ride.**
- **Buses will load and seat students from back to front.**
- **Assigned seating will be determined as deemed necessary.**
- **For more information regarding transportation, visit www.irvingisd.net/transportation.**