



Schulze Elementary





**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.

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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.

### **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 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 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.
- 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.

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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 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.

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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**

#### **Schulze Classroom Configurations and Procedures:**

Barriers for students in grades where tables are used and desks can not be separated 6 feet apart. (PK-2).

Small group instruction: With use of Plexiglass Partitions at small group tables and face shield for teacher. (No more than 3 students)

To create smaller class sizes and promote social distancing, remote learning students will be distributed among all classrooms.

Stations: No group work; Individual learning kits will be provided.

Classroom doors will remain open when instruction is happening in the classroom. Doors will only be closed and locked when students are not in the room.

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## **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**

### **Schulze Common Areas Protocol**

All staff meetings will be virtual until further notice.

If an in-person meeting is to be held all participants are to adhere to social distancing guidelines and wear masks. In addition, the meeting organizer will ensure that common area protocols are implemented before and after scheduled meetings as described below.

- All hard surfaces (door knobs, tables, chairs, etc) will be wiped down before and after use.
- All supplies should be sprayed with disinfectant before and after use including personal supplies brought from the classroom.
- Hand sanitizer and disinfectant will be available for use as needed during meetings in common areas.

Library: No scheduled group visit to the library; the librarian will communicate with the teachers when books will be needed for a particular area of study; the librarian will pull the books needed for a classroom if the books are not available electronically.

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.

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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**

### **Schulze Restrooms:**

All restroom breaks will be scheduled by classroom teachers. Classrooms with restrooms will be closely monitored by the teachers. 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. The teacher will dispense hand sanitizer before students return to the instructional setting.

## **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**

### **Schulze Elementary Transitions:**

There are only three reasons that students would transition for: P.E., lunch and restroom breaks. Teachers will transition if they team teach, instead of the students moving. Team teachers will switch classrooms; Art & Music will travel to classrooms. 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 social distancing in hallways.
- 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

### Schulze Arrival Procedures

Doors will open at 7:25 a.m. and the students will walk directly to their classrooms. Schulze will have 6 entrances for arrival, and there will be 3 designated drops off areas. Staff members will be assigned to each of these entrances for temperature checks. Masks will be required to enter. The first designated area for drop off will be for K, 1, and 2 by the entrances that correspond to their hallways. The second designated drop off area will be for PK and 3rd which would be the main entrance, an adult will be designed to help guide the PK students to their classrooms. The 3rd designated drop off area will be for 4th and 5th-grade students at the entrances near their classrooms. The firelane will be used for buses only and lane 1 will be used for drop off. The remaining lanes will be used to merge and exit.

Teachers will greet students from inside the classroom and ensure appropriate seating and distancing. Backpacks will stay at student desks. No cubbies.

## 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

### 2020-2021 Dismissal Procedures

A staggered dismissal schedule will be used to release classes safely beginning at 3 pm. There will be specific designated locations/posts outside for each classroom.

Wave 1	Walkers Walkers with siblings
Wave 2	Bus Riders Bus Riders w/ siblings

Wave 3	Walkers w/Parent Daycare YMCA
Waver 4	Car Riders

### **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**

#### **Schulze Breakfast:**

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**

#### **Schulze Lunch:**

Students will eat lunch in their classrooms. Lunch schedules will be staggered to make sure that students go through the lunch line and can maintain 6 feet social distancing.

#### **Students:**

- Student lunch times will be staggered so that they are not waiting in line side-by-side

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- Students will eat lunch in their classrooms and will be monitored by paraprofessional staff
  - Students will dispose of trash individually
  - Students will maintain voice level 1
  - Paraprofessional will bag up all trash and place trash bag in the hallway

**Teachers:**

- Spaces in the dining hall will be designated for each staff member
- No eating in teachers lounge; too small of a space
- Microwaves will be spread out throughout the cafe
- Disinfectant wipes will be available for self-cleaning of table and other items touched

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## **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**

### **Schulze Recess:**

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.

### **Schulze specials:**

Art and Music will be held in the classrooms; P.E. will be held in the gyms or outside if weather permits.

## **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**

### **Schulze PE:**

P.E. will be held outside whenever possible and a schedule will be developed to ensure that social distancing can be maintained in the gyms.

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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.