



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.

Screening Protocols

- Staff will be asked to self-screen for COVID-19 symptoms prior to reporting to work each day.
- Staff and students 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 students 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.
- 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 grades will only wear face coverings in hallways, common areas, and during arrival and dismissal.
- Students in 3rd through 12th grades will wear face coverings in hallways, common areas, 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 and may require medical documentation.

Protocols for Campus Visitors

Campuses will utilize remote meeting options to limit campus visitors. 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 will have their temperature screened prior to entering the building.
 - Visitors and staff will maintain physical distancing guidelines at all times.

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 and sanitize their hands.
- Requirement for hand washing and/or use of IISD-provided hand sanitizer:
 - Hand sanitizer will be provided upon entry to the classroom and periodic teacher reminders during instructional day
 - Thorough hand washing after recess, before eating, and 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.

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 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

Specific to Barton Elementary are the following:

- Teachers will switch classrooms in lieu of students in an effort to minimize the amount of students who are sharing classroom supplies.
- Group work will be limited to work that may be done via social distancing (a group of students may collaborate on a project using google docs) to ensure that physical boundaries are enforced.
- Students will use their own technology device to reduce the spread of germs. Parents will be encouraged to send Clorox wipes with their students so they can disinfect their own devices.

- Students will be encouraged to have individual supplies to reduce movement.

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

Specific to Barton Elementary are the following:

- Librarians will visit classrooms with a rolling cart of appropriate texts, after visiting with the teacher and students to ensure student interest and choice is present in the text offerings. They will do virtual lessons.
- Books that are returned will be quarantined for at least four days.
- Student lunches will be scheduled so that students eat while physically distancing in the cafeteria.
- Teachers will be encouraged to socially distance during their duty free lunches and to disinfect their area before and after eating. Teachers will not be eating in the teacher's lounge to encourage social distancing.
- ARD's, 504's, and parent conferences will be conducted virtually or by phone until further notice.
- Communal water fountains will be closed, but teachers and students will be encouraged to bring water bottles with their name on it. Opportunities will be provided to refill 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

Specific to Barton Elementary are the following:

- Classrooms without a restroom will take a whole class bathroom break throughout the day. Students will socially distance in the hallways.
- Each grade level will be assigned a restroom to use in the building.
- If a student has an emergency need to use the restroom outside of scheduled restroom breaks, the teacher will monitor the student in the hallway to ensure they are using the correct restroom, washing hands, and coming straight back to the classroom.
- Teachers with restrooms in the classrooms will be asked to ensure that each student has attempted to use the class restroom throughout the day and before going to specials and or cafeteria and not use any other restrooms throughout the school.
- Students will practice social distancing while waiting to wash hands in sinks, using markers on the floor.

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

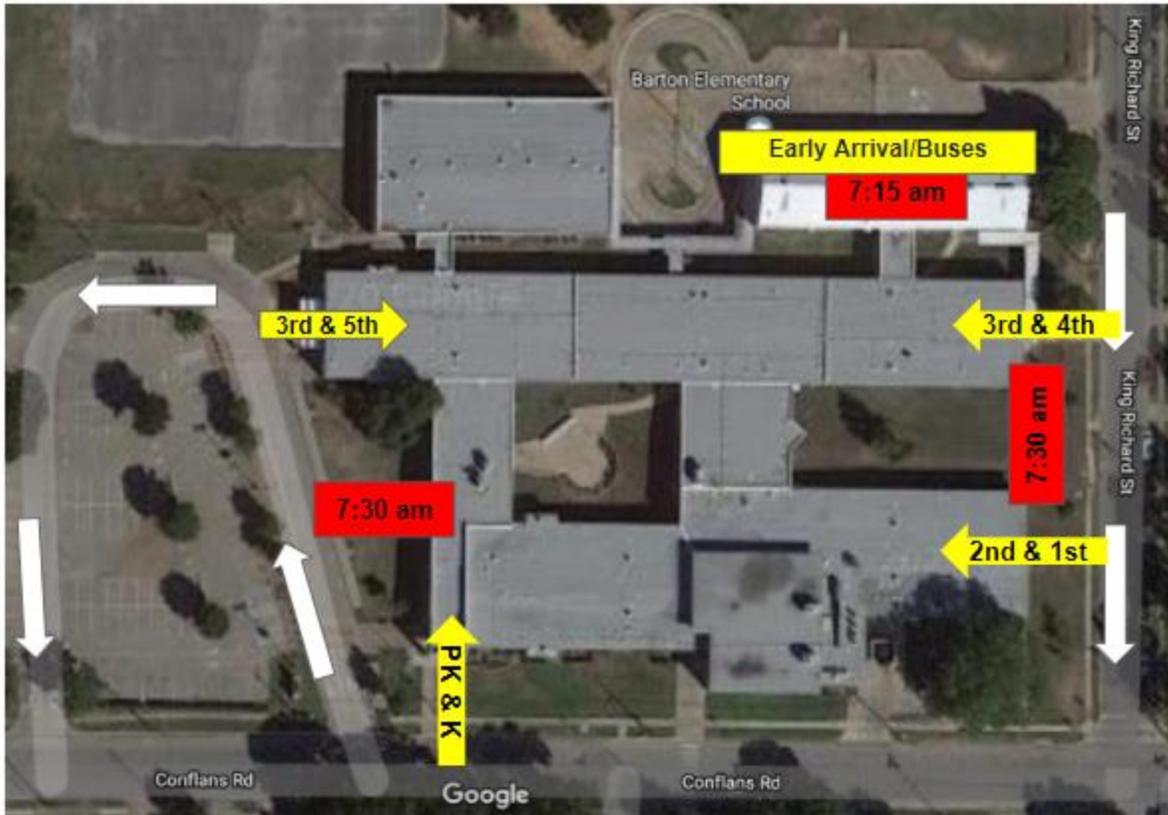
Specific to Barton Elementary are the following:

- Students will follow traffic guidelines, markers, and signage by walking on the right side of the building maintaining an appropriate distance from the person in front of them.

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 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

Specific to Barton Elementary are the following:

- School will open at 7:30 a.m., and it is highly discouraged for students to arrive early.
- Students who arrive before 7:30 need to go to the small gym, which will open at 7:15 a.m. where they will be monitored as they wait in the gym while social distancing. ***Do not drop students off in the front before 7:30 a.m.**
- Students arriving by parent drop off should be dropped off at or after 7:30 a.m.
- Students arriving by daycare bus should be dropped off at or after 7:15 a.m. in the back of the school.
- Students who arrive by Irving ISD bus will be dropped off at or after 7:00 a.m. in the back of the school.
- Staff members will be assigned duty station coverage at each available entrance to screen students prior to entry and to ensure students are meeting social distancing expectations as they enter the school.
- Teachers will be at classroom doors at 7:30 a.m. to monitor hallways during arrival, ensuring students are following traffic guidelines and wearing face coverings.

- Parents are encouraged to screen their children for symptoms of Covid-19 prior to arrival.
- Parents must ensure that their student has a mask to wear and understands the importance of following social distancing guidelines.

Dismissal

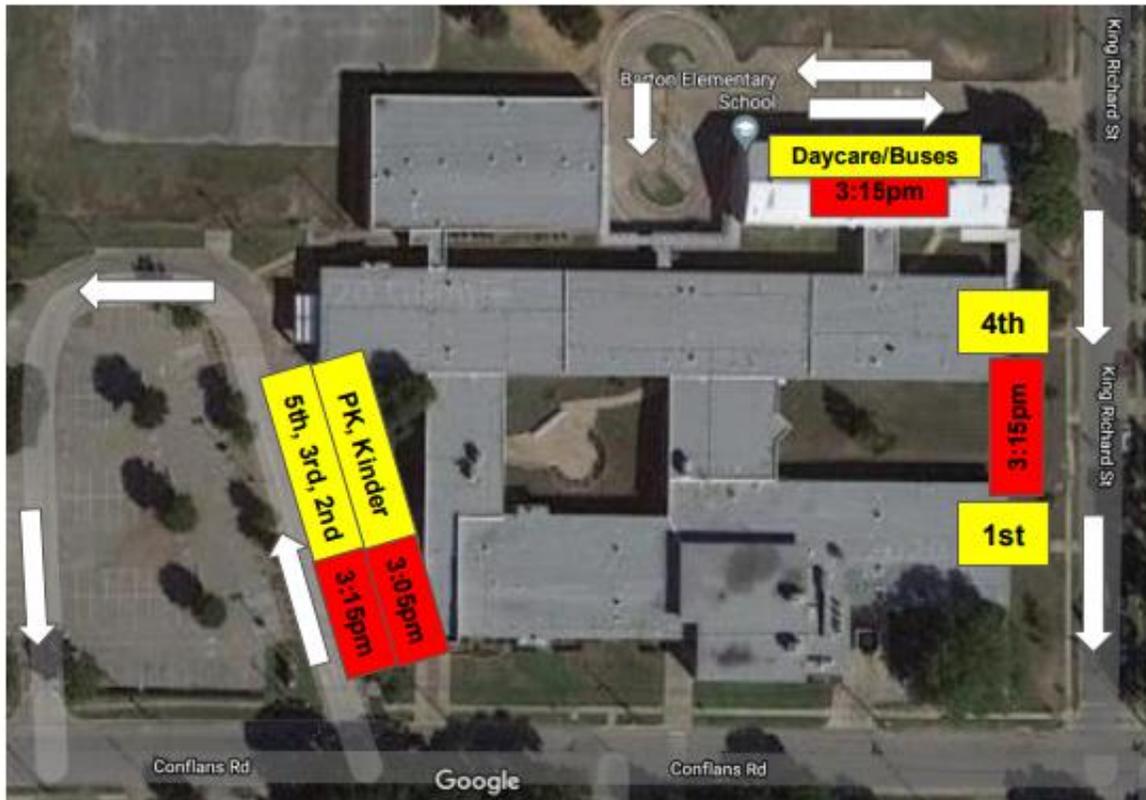
When possible, the following protocols should be implemented:

- 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

- At 3:05 p.m. Pre-K and Kindergarten will be dismissed along the front car loop.
- At 3:15 bus riders and daycare will be dismissed through the small and big gym. Students will wear face coverings and be distanced as much as possible while they wait in the gym for their bus and daycare. Marks on the floor will be used to delineate social distancing expectations.
- 3:15 Car riders and Walkers will be dismissed through their designated areas. (1st and 4th grade will be dismissed through the side doors. 5th, 2nd, and 3rd grade through the front driveway.) Walkers will be allowed to walk home once they are outside and released by their teacher.
- Older students riding with younger students will dismiss at the time and location of the youngest student. (Example: A 4th grader, 5th grader, and a kindergarten student who all ride together will be dismissed at the kindergarten time and location. The 4th and 5th grade students will meet the kindergarten student at the kindergarten dismissal time and location.)

TIME	GRADE	EXIT
3:05 p.m.	PK and Kindergarten	Front Car Loop
3:15 p.m.	Bus Rider and Daycare	Back Car Loop by small and big gym
3:15 p.m.	1st and 4th (Car Riders and Walkers)	1st and 4th Grade Side Doors
3:15 p.m.	5th, 3rd, 2nd	Front Car Loop



Breakfast

When possible, the following protocols should be implemented:

- Breakfast carts will be used to deliver breakfast meals classroom by classroom
- Breakfast carts will stop by the door of each classroom and the teachers will ask interested students to line up by the door, without exiting the classroom
- Students wishing to have a breakfast will pass through the breakfast cart and select their items
- Breakfast will be eaten in the classrooms.

Lunch

When possible, the following protocols should be implemented:

- Students who choose in-person learning will socially distance as they move through the cafeteria to pick up their lunch. 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

Specific to Barton Elementary are the following:

- Students will eat in the physically distanced cafeteria. They will be dropped off in the cafeteria by their teacher and monitored by campus staff to ensure they are maintaining social distancing expectations.
- There will be no parent visitors allowed during lunch.
- Pre-K students will pick their lunches up in the cafeteria and return to the classrooms to eat.

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

Specific to Barton Elementary are the following:

- Students will have structured outside play time, weather permitting.
- Staggered schedules for outside play time will be utilized to ensure physical distancing.

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 Protocols

Specific to Barton Elementary are the following:

- Music and Art teachers will travel to the classrooms to provide their lesson.
- P.E. will have designated and socially distanced areas for students, as much as 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.