



## Highlands Plan

### Covid 19

This document is designed to establish guidelines in reconstituting the traditional face-to-face classroom instruction, disinfecting campuses, and ensuring the safety of students, faculty, staff, and visitors following the COVID-19 pandemic response.

<b>School Name: Highlands Elementary</b>	
<b>Survey Completed By:</b>	
<b>Submitted to Supervisor Date:</b>	
<b>Plan Reviewed Date:</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Requires Remediation</b>
<b>Plan Reviewed By:</b>	
<b>Transportation</b>	
<b>If applicable, describe strategy for bus transportation of students to the school.</b>	
<ul style="list-style-type: none"><li>● <b>Include disinfection process for busses</b></li><li>● <b>Social distancing students on the bus</b></li><li>● <b>Personal Protective Equipment for students</b></li></ul>	
<b>Ingress/Egress</b>	
<b>Describe the control of ingress/egress for the school. This should be very detailed due to the expected increase in parents bringing students to school.</b>	
<b>Arrival:</b> Separate entrances will be utilized for each grade level and designated entrances for car riders, bus, walkers, daycare, and buses. Staff members will receive students directly to their classrooms. Parents will not be allowed to walk their scholars into the building.	
<b>Dismissal:</b> Campus will designate staggered dismissal groups. Separate exits will be utilized for walkers, car riders, and bus riders. We will dismiss Right At School, Walkers, Bus Riders, then Car Riders. Sanitizer stations will be placed at each exit and scholars will be encouraged to sanitize hands prior to exit.	
<b>Campus visitors</b> Virtual meetings/phone calls will be held when possible to minimize visits to campus. When visits are necessary, access will be limited to the front office. Visitors will be screened and must wear facial masks, and we will follow all steps in the District Blueprint.	
<b>Health Survey</b>	
<b>Describe how health surveys will be performed prior to entering the facility.</b>	



**1. Teacher and staff**

Teachers and staff will be required to complete a self-screening process prior to entering campus.

**From CHISD Blueprint:**

Campus staff is required to complete the self-screening questions located at every entry point and scan the QR code upon entry.

- Staff are required to have masks on when entering the building and ensure that they ensure that scholars are wearing masks in the hallways and in classrooms.
- Staff will dismiss scholar cohorts using staggered scholar release into halls from these areas.

**2. Scholars -**

A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.

Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19.

**From CHISD Blueprint:**

**Scholars are required to wear facial coverings.**

Expectations for facial coverings are [here](#).

- Wash hands or use hand sanitizer upon arrival.
- Scholars will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.
- It is required that scholars and staff wear masks when entering the building and waiting in the designated waiting area. Scholars should choose seats that have empty space (seats) empty in between seats.
- Scholars are expected to stay seated until they are dismissed by a staff member.
- Scholars can utilize the bathroom, but the number of scholars who enter will be limited to 2 scholars at a time. Scholars must observe social distancing while in the bathroom.
- Scholars must wash hands after leaving. If the bathroom door is not propped, scholars are encouraged to use paper towels when opening a door

**List the Contact Tracing team members on your campus**

Candice Griffin, Andrea Williams, Monica Balderas



<b>List Isolation plan for the school. It should include the room number and persons responsible</b>	
<b>Room 203 or Clinic?</b>	
<b>Social Distancing</b>	
<b>Describe the classroom space in reference to social distancing.</b>	
<ul style="list-style-type: none"> <li>● <b>Classroom Schedules (add hyperlink)</b></li> <li>● <b>Teacher Rotation (if applicable)</b></li> <li>● <b>From CHISD Blueprint:</b></li> </ul>	
<u>Standard Classroom Procedures</u>	
Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:	
<ul style="list-style-type: none"> <li>● Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.</li> <li>● Refillable alcohol-based hand sanitizer stations.</li> <li>● Access to disinfectant to sanitize working surfaces.</li> <li>● Whenever possible, scholars and staff will maintain consistent groupings of people to minimize the spread of the virus.</li> <li>● Technology should be utilized when scholars are involved in collaborative work.</li> <li>● Group or pair work can be implemented while maintaining physical distancing.</li> <li>● In classroom spaces that allow it, consider placing scholar desks a minimum of six feet apart when possible.</li> <li>● In classrooms where scholars are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.</li> <li>● The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.</li> <li>● Teachers will rotate rooms so scholars will stay in their first period classroom with the exception of P.E</li> </ul>	
<b>Supplies</b>	
<b>Describe how classroom supplies and materials will be managed.</b>	
<ul style="list-style-type: none"> <li>● <b>Computers, Books, Magazines, Writing Utensils, etc.</b></li> </ul>	



Scholars are expected to have their own electronic device and writing utensils to use for class. Ebooks will be used whenever possible and textbooks will be numbered and assigned to specific scholars. Scholars will not share school supplies and will sanitize shared items after each use.

● **Who will distribute the PPE to staff and students**

Individuals include: Administration, nurse, nurse aide, or counselor

**Common Areas**

**Describe how common areas will be managed for recommended physical distancing.**

**From CHISD Blueprint:**

- Scholars are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- Scholars and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- To prevent congregating during transition times, scholars will not be assigned an academic locker. Scholars will be permitted to bring backpacks to class.
- Staggered releases from each class will be organized to limit the number of scholars in the hallway during transitions.
- In two-way halls, scholars are expected to stay to the far right of the hall when walking.
- Visual markers will be developed to help scholars maintain physical distances and adhere to established campus traffic flow in hallways.
- Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible.

Scholars should immediately report to their next class and not congregate in the hallway.

**Cafeteria**

**How will meal times be managed with respect to physical distancing and disinfection?**

**From the CHISD Blueprint:**

- Scholars will be expected to follow campus guidelines for cafeteria procedures.
- Scholars will be seated according to a seating plan for scholars consistent with social distancing guidelines
- All scholars are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
- Scholars are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.
- Scholars will sit at a table with lunch.

**Student Mixing**

**Describe how limiting student mixing will be managed.**

- **Extra-curricular activities (sports, clubs, etc.)**
- **Music classes, Physical Education**
- **Passing periods**

**Extra-curricular activities (sports, clubs, etc.)**



No assemblies or other gatherings of more than 9 people will be held such as dances, back to school events, and performances.

We will not have after-school clubs.

PTA Meetings will be held virtually.

We will not have class parties or treats at this time.

We will only have virtual field trips.

### **Band classes, Music, Theatre**

#### **From CHISD Blueprint:**

- Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., CHISD, TEA, UIL, etc.).
- Fine arts music private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will continue to be adhered to.
- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., CHISD, TEA, UIL, etc.).
- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., CHISD, 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.
- Scholars will access private practice rooms and communicate virtually with private lesson instructors.
- Scholars will use their own instruments

### **Physical Education**

#### **From CHISD Blueprint:**

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between scholars.
- Any activities bringing in scholars to close physical contact will be avoided.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Procedures will be implemented in the locker rooms to limit social distancing.
- Equipment will be disinfected after each use.
- Activities requiring multiple scholars to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.



**Art**

- Scholars will be required to wear masks in the art classroom.
- Appropriate social distancing measures will be followed.
- Scholars will use their own art supplies to minimize sharing equipment, tools and materials as much as possible.
- In the event that art materials are shared, they will be sanitized and wiped down after each use.
- Scholar work areas will be sanitized in between use.

**Library**

- Social distancing will be maintained while in the library.
- Scholars and staff will wash/sanitize hands upon entering and after visiting the library.
- High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.
- Occupancy will be limited.

Visual markers will be developed to help scholars maintain physical distances and adhere to established campus traffic flow in hallways.

Scholars and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods

**Nurses Office**

**Describe how personnel will handle regular medication distribution, manage persons presenting as ill, and potential outbreaks.**

- Nurse and Nurse aid will manage clinic responsibilities- (medication distribution and students presenting ill)
- In the case a student is sent to the clinic showing Covid-19 symptoms they will be sent to the clinic with a specialized nurse pass. The nurse will direct the student to the isolation room, located next door to the clinic. The class will evacuate the classroom to the holding space, Rm 203, and sanitation will be completed by custodial staff.
- The nurse or nurse aid will close the clinic to any new students by placing a sign on the door stating the clinic is closed and go to the front office for help. Front office staff ,attendance clerk and secretary, will be trained to facilitate basic clinic tasks.
- Nurse will follow district protocol on isolation rooms and parent contact. Nurse or nurse aide will monitor the isolation room until parent pickup

**Personal Protective Equipment (PPE)**



**Face Coverings (CHISD Blueprint)**

Personal Protective Equipment (PPE) is for protection and to mitigate the spread of COVID-19. At times these items may be mandated for scholars, staff, and guests; at other times it may be highly recommended.

Facial coverings are required for all scholars in CHISD. These items will be worn at all times with the following exceptions:

- Eating and drinking
- Certain classroom activities as permitted by the teacher
- Certain times in physical education classes when permitted
- Any documented illness or disability that prevents a scholar from wearing the mask

Facial coverings (masks, buffs) that are required and/or that are opted for will follow the following guidelines:

- Solid colors or prints
- Solid colors or prints with Cedar Hill ISD Logo or names or logos of Cedar Hill ISD or campus programs, clubs, or organizations.
- NOT ALLOWED: Prints that promote or include pictures or writings related to alcoholic beverages, tobacco, drugs, political affiliation or anything politically sensitive, vulgarity, rudeness, violence, criminal activity, or promote clubs, activities, or organizations that are not Cedar Hill ISD sponsored.
- No facial coverings or any other Personal Protective Equipment will be allowed if they in any way cause a distraction or disruption to the educational setting.

<b>Students</b>	
<b>Faculty</b>	
<b>Staff</b>	
<b>Environmental Staff</b>	
<b>Visitors</b>	

**Disinfection/Sanitation**

**Describe disinfection protocols for the facility and the frequency of cleaning.**

<b>Classrooms</b>	Classrooms will be sanitized daily at the end of the school day once all scholars have left the space. Teachers and scholars will sanitize desk and materials at least once within the duration of instruction.
<b>Common Rooms</b>	Rooms will be sanitized upon the completion of the activity within the space. Teachers, scholars, or custodial staff will perform the sanitation of the space. Only developmentally appropriate scholars will be responsible for sanitation tasks.



<b>Restrooms</b>	Restrooms will be closed 2-3 times a day for sanitation by the custodial staff. Sanitation products will be made available in the restroom spaces for cleaning.
<b>Touch Point Surfaces</b>	Touchpoints will be sanitized daily by custodial staff.
<b>Other:</b>	
<b>Schedule Pickup and Registration</b>	
<b>Registration Plan -</b>	
<b>1. Appointment calendar - must allow for multiple parents and multiple days</b> Parents can call the campus or sign-up via google to schedule an appointment on Monday, Wednesday or Thursday. One evening time slot will be provided for those who cannot make it during business hours. Appointments will be scheduled two families at a time in 20 minute increments (No children allowed and only two adults per family).	
<b>2. How will the appoint room be set up</b> Parents will enter thru Door 2 (cafeteria). Door will be propped open for no touching. We will have two “registrars” at two separate tables in the cafeteria adhering to the social distancing requirements. Each registrar will have their own set of necessary documents. Copier will be moved to the cafeteria. Tables and pens will be disinfected after each use. If for any reason the parent has not completed online registration there will be chrome books available at a separate table to be used to complete their registration. Each area and chrome book will be disinfected after each use.	
<b>3. Personnel involved</b> Registrar*, Secretary, and a third staff member.	