



## Campus Plan Template

### 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</b>	
Waterford Oaks Elementary	
<b>Survey Completed By:</b>	William Davis, Martha Ford, Ryann Campbell
<b>Submitted to Supervisor Date:</b>	7/27/2020
<b>Plan Reviewed Date:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Requires Remediation
<b>Plan Reviewed By:</b>	
<b>Transportation</b>	
If applicable, describe strategy for bus transportation of students to the school.	
<ul style="list-style-type: none"><li>● Include disinfection process for busses</li><li>● Social distancing students on the bus</li><li>● Personal Protective Equipment for students</li></ul>	
<b>Ingress/Egress</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>Arrival</b> Separate entrances will be utilized for car riders (Door #12), bus riders (Door #10), Daycare Vans (Door #6), Walkers (Door #1), and staff (Door #10 prior to scholar arrival). Scholars will go straight to their homeroom class. Parents will not be allowed to walk their scholars into the building. Scholars or volunteers will not be allowed to open doors or assist with car pool arrival. Parents should assist their own child with exiting the car.	
<b>Dismissal</b> Campus will designate staggered dismissal groups. Separate exits will be utilized for walkers (Door #2 and Door #11), car riders (Door #1 and 12-The halls will be marked in 6 ft increments.), and bus riders (Door #10), Daycare Vans (Door #6). We will dismiss Right At School (to cafeteria), Walkers, SKILL and Bus Riders, Daycare Vans and then Car Riders. Sanitizer stations will be placed at each exit and scholars will be encouraged to sanitize hands prior to exit. Scholars or volunteers will not be allowed to open doors or assist with car pool arrival. Parents should assist their own child with exiting the car.	
<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.

### Health Survey

#### Describe how health surveys will be performed prior to entering the facility.

##### 1. Teacher and staff

Teachers and staff will be required to complete a self-screening process prior to entering campus. Teachers will complete a **Google form or district QR form**

##### 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.
- Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of scholars and/or adults) in close proximity.
- 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.



<ul style="list-style-type: none"><li>● 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.</li><li>● Scholars must wash hands after leaving. If the bathroom door is not propped, scholars are encouraged to use paper towels when opening a door.</li></ul>
<b>List the Contact Tracing team members on your campus</b>
<b>Emergency Team:</b> William Davis, Martha Ford, Ryann Campbell
<b>List Isolation plan for the school. It should include the room number and persons responsible</b>
Room 117-Irma Howard
<b>Social Distancing</b>
<b>Describe the classroom space in reference to social distancing.</b> <ul style="list-style-type: none"><li>● <a href="#">Include classroom schedules</a></li><li>● <b>Teacher Rotation (if applicable)</b></li><li>● <b>Class sizes: 10 scholars at 6’ or 9 scholars and a teacher</b></li></ul>
<ul style="list-style-type: none"><li>● <b>From CHISD Blueprint:</b> <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></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. Scholars will avoid sharing school supplies and will sanitize shared items after each use (i.e. calculators, lab equipment, etc.)
<ul style="list-style-type: none"><li>● <b>Who will distribute the PPE to staff and students - Administrators and School Nurse</b></li></ul>
<b>Common Areas</b>
<b>Describe how common areas will be managed for recommended physical distancing.</b>
<b>From CHISD Blueprint:</b> <ul style="list-style-type: none"><li>● Scholars are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.</li><li>● Scholars and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.</li><li>● To prevent congregating during transition times, scholars will not be assigned an academic locker. Scholars will be permitted to bring backpacks to class.</li><li>● Staggered releases from each class will be organized to limit the number of scholars in the hallway during transitions.</li><li>● In two-way halls, scholars are expected to stay to the far right of the hall when walking.</li><li>● Visual markers will be developed to help scholars maintain physical distances and adhere to established campus traffic flow in hallways.</li><li>● Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible.</li><li>● Scholars should immediately report to their next class and not congregate in the hallway.</li></ul>
<b>Cafeteria</b>
<b>How will meal times be managed with respect to physical distancing and disinfection?</b>
<ul style="list-style-type: none"><li>● Breakfast and Lunch will take place within the classroom.</li><li>● All scholars are expected to wash hands or use hand sanitizer prior to eating.</li><li>● Cafeteria workers will deliver food to classrooms using all safety protocols.</li><li>● Staff will retrieve food using safety protocols to distribute to scholars.</li></ul>
<b>Student Mixing</b>
<b>Describe how limiting student mixing will be managed.</b> <ul style="list-style-type: none"><li>● <b>Extra-curricular activities (sports, clubs, etc.)</b></li><li>● <b>Music classes, Physical Education</b></li><li>● <b>Passing periods</b></li></ul>
<b>Extra-curricular activities (sports, clubs, etc.)</b> <ul style="list-style-type: none"><li>● No assemblies or other gatherings of more than 9 people will be held such as dances, back to school events, and performances.</li><li>● We will not have after-school clubs.</li><li>● PTA Meetings will be held virtually.</li></ul>



- 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

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

### **Physical Education**

- 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.

**Passing periods**

*\*See Common Areas Section*

Scholars are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.

**Nurses Office**

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

**Personal Protective Equipment (PPE)**

**How will PPE be used at the school(s)? Use the district policy**

**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.

**Disinfection/Sanitation**

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

<b>Classrooms</b>	All classrooms will be disinfected daily. Sanitizer and paper towels will be available for use at the entrances to each room. In addition, professors will be provided with cleaning supplies to be utilized throughout the day in the classroom.
<b>Common Rooms</b>	All highly trafficked areas will be disinfected throughout the day on a rotational basis (i.e. every 30 mins-1 hour).
<b>Restrooms</b>	Restrooms will be monitored to ensure scholars are properly able to socially distance. Whole class restroom breaks will be encouraged to ensure scholars are not unmonitored in the restrooms; however, scholars will be expected to stay 6 ft apart utilizing the hallway markers. Staff and scholars must wash hands with soap and water prior to departing the restroom.
<b>Touch Point Surfaces</b>	High touch areas will be disinfected throughout the school day on a rotational basis (i.e. every 30 mins-1 hour).
<b>Other:</b>	

**Schedule Pickup and Registration**

**Schedules - All schedules will be posted in Skyward for student and parent access. No paper schedules will be given. Students must complete registration in order to receive a schedule.**

**Registration Plan -**

- 1. Appointment calendar - must allow for multiple parents and multiple days**
- 2. How will the appoint room be set up-** Laptops will be set up in the Multi-Purpose room, in 6ft increments that will be sanitized between each use
- 3. Personnel involved-** Evelyn Murdock