



Lake Ridge Elementary COVID-19 Campus Plan

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.

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| School Name: Lake Ridge Elementary | |
| Survey Completed By: | Marquita McCullum, Emily Washington, Rashonda Johnson, Elnora Berry, Phyllis Moore |
| Submitted to Supervisor Date: | 7/29/2020 |
| Plan Reviewed Date: | <input type="checkbox"/> Approved <input type="checkbox"/> Requires Remediation |
| Plan Reviewed By: | |
| Transportation | |
| If applicable, describe strategy for bus transportation of students to the school. | |
| <ul style="list-style-type: none"> ● Include disinfection process for busses ● Social distancing students on the bus ● Personal Protective Equipment for students | |
| Ingress/Egress | |
| 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. | |
| <p>Arrival: Separate entrances will be utilized for car riders/private transportation (Door #1), bus riders (Door #14), walkers (Door #14), SKILL (Door #12), Pre-K (Door #12), and staff (Doors #1,5,10, 12 and 14). Staff members will be assigned to supervise scholars in their first period classes. Scholars will go straight to their homeroom/first period classes. Staff with no homeroom will be on Morning Connections throughout the campus. Parents will need to help their children exit the vehicle, and they will not be allowed to walk their scholars into the building.</p> <p>Dismissal: Campus will designate staggered dismissal groups. Separate exits will be utilized for walkers and bus riders (Door #14), car riders (Door #5), Pre-K (Door #12), and SKILL (Door #11). We will dismiss Bus Riders, Walkers, Car Riders/Private Transportation, and Right at School. Sanitizer stations will be placed at each exit, and scholars will be encouraged to sanitize hands prior to exit.</p> <p>Campus Visitors 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 coverings, and we will follow all steps in the District Blueprint. Scholars picked up prior to dismissal will be escorted out of the main entrance after identification of the parent/guardian has been verified.</p> | |



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.

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. Students

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](#).

List the Contact Tracing team members on your campus:

Marquita McCullum, Rashonda Johnson, Bonnie Castillo, Christopher Coit

List Isolation plan for the school. It should include the room number and persons responsible:

Multipurpose Room (101) Christopher Coit

Social Distancing

Describe the classroom space in reference to social distancing.

- **Teacher Rotation (if applicable)**
- **Class sizes**

From CHISD Blueprint:



Standard Classroom Procedures

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:

- 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 surfaces.
- Whenever possible, scholars and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when scholars are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, consider placing scholar desks a minimum of six feet apart when possible.
- 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.
- 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.
- Teachers will rotate rooms so scholars will stay in their first period classroom with the exception of Art, Music, and PE.

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| Teacher Rotation | Teachers in departmentalized grade levels will rotate to provide instruction. |
| Class Sizes | Class size will be in accordance with district guidelines. |

Supplies

Describe how classroom supplies and materials will be managed.

- **Computers, Books, Magazines, Writing Utensils, etc.**

Scholars are expected to have their own district-issued, electronic device. The respective school supply list for each grade level indicates if a pencil box or a pencil bag/pouch is needed. The campus will supply writing utensils, markers, crayons, etc. that will be used and maintained by the scholar. Ebooks will be used whenever possible. Scholars will avoid sharing school supplies and will sanitize shared items after each use (i.e. instructional materials, calculators, lab equipment, etc.)

- **Who will distribute the PPE to staff and students:**
Clinic Aide/Restorative Aide

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.
- 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 (at 7' spacing we can put approximately 60 Scholars at the tables)
- 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.
- Meals will be placed on the tables. Scholars will sit at a table with lunch.

Scholar 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 academic enrichment clubs at this time.
- 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.).
- 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.
- Scholars will use their own instruments. (*i.e. recorder*)

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.

Passing periods



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.
- 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.
- 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.

Personal Protective Equipment (PPE)

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

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| Students | Blueprint guidelines will be followed. |
| Faculty | Blueprint guidelines will be followed. |
| Staff | Blueprint guidelines will be followed. |
| Environmental Staff | |
| Visitors | Any visitors allowed in the building must have on a facial covering. |

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.

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| Classrooms | Teachers will clean and have scholars assist in their areas after leaving from the designated area(s). When needed throughout the day, areas will be sprayed and disinfected. |
| Common Rooms | Custodial staff will disinfect/sanitize common areas throughout the school day. |
| Restrooms | Custodial staff will clean scholar restrooms throughout the school day. Faculty members will disinfect faculty restrooms before/after usage. |
| Touch Point Surfaces | Custodial staff will disinfect/sanitize throughout the school day. |
| Other: | |

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**
Once online registration is handled at the campus level, parents will need to call the Main Office to schedule a virtual appointment. Various days and timeframes will be communicated.
- 2. How will the appointment room be set up?**
Appointments will be virtual.
- 3. Personnel involved**
Bonnie Castillo, Lori Gaddy, Rashonda Johnson, and Sheila Vance