



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 scholars, faculty, staff, and visitors following the COVID-19 pandemic response.

School Name Collegiate Academy and High	
Survey Completed By:	Heath Koenig, Trevena Taylor, Ben Hairgrove
Submitted to Supervisor Date:	07/22/2020
Plan Reviewed Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Requires Remediation
Plan Reviewed By:	
Transportation	
If applicable, describe strategy for bus transportation of scholars to the school.	
<ul style="list-style-type: none"> ● Include disinfection process for busses ● Social distancing scholars on the bus ● Personal Protective Equipment for scholars 	
<p>As schools reopen, scholars using school bus transportation services will follow revised protocols. Starting at the time when scholars arrive at their designated bus stops and board the school bus, the new safety and sanitizing protocols will need to be followed. CHISD’s policy is to transport general education scholars who live two miles or farther from their assigned school or are accepted into a Choice School or other programs and live in a designated transportation zone. All special education scholars are eligible for transportation.</p> <p>TRANSPORTATION COVID-19 PROTOCOL: PARENT INFORMATION</p> <p>The Cedar Hill ISD Transportation office offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes as well as for field trips. Bus routes will run at reduced capacity. Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop scholars off, carpool or walk with their child to school to reduce possible exposure on buses. We are requiring all of our drivers and scholars to wear masks while on the school bus.</p> <p>General Education/Special Needs/Shuttle Loading and Unloading Procedures</p> <p>Bus Stop Expectations</p> <ul style="list-style-type: none"> ● Scholars should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus. ● Scholars should NOT share food, drinks or personal devices. <p>Morning Boarding Bus Procedures</p> <ul style="list-style-type: none"> ● Scholars should practice social distancing as they approach and board the bus. 	



- Use hand sanitizer (provided near the bus stairwell).
- Seating: Scholars will be seated starting from the back seats, then toward the front. ○
- Considerations for siblings and younger scholars mixed with older students
- Bus in motion rules: Standard Cedar Hill ISD bus rules apply.
- Scholars should NOT share food, drinks or personal devices.

Unloading at Campus

- Unloading will start from the front to the back.
- Scholars should practice social distancing and follow campus guidelines.

Afternoon Campus Boarding Bus Procedures

- Scholars should practice social distancing as they approach and board the bus.
- Use hand sanitizer (provided near stairwells).
- Seating: Scholars will be seated starting from the back seats then toward the front.
- Considerations for siblings and younger scholars mixed with older students
- Bus in motion rules: Standard Cedar Hill ISD bus rules apply.
- Scholars should NOT share food, drinks or personal devices.

Unloading at Bus Stop

- Unloading will start from the front to the back.
- Scholars should practice social distancing and avoid gathering in groups of 10 or more.
- Scholars should NOT share food, drinks or personal devices.

Disinfecting Protocol

Between each AM & PM Campus drop-off

- School bus drivers, bus assistants and staff will spray and wipe down seats and high-touch items with disinfecting spray.
- Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs and stairway handrail.
- When possible, bus windows will be open to allow outside air to circulate in the bus.

Weekly Deep Disinfecting Process

- Deep cleaning of the bus will occur once a week with a special disinfectant.

BUS ARRIVAL & DISMISSAL

Scholar Arrival

- Scholars will load and unload the bus at staggered times at the direction of the bus driver.
- As scholars depart from the bus, they should immediately walk into the building and designated area for morning arrival.
- Scholars will not congregate with other students after exiting the bus.
- Scholars should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.



Dismissal

- Scholars will wait in a designated "pre-loading" area for each bus to arrive.
- Scholars will load onto the bus at staggered times at the direction of the bus driver.
- Scholars will maintain current social distance guidelines as they load and are seated for the duration of the bus ride home.
- When possible, parents should help with student supervision at the bus stop.

Teacher/Staff

- Assigned staff will supervise arrival and dismissal and ensure that students are wearing masks and direct students to waiting areas.
- Staff will ensure social distancing during arrival and dismissal.
- During dismissal, teachers will supervise designated pre-loading areas for scholars waiting for the bus to arrive.

Ingress/Egress

Describe the control of ingress/egress for the school. This should be very detailed due to the expected increase in parents bringing scholars to school.

Arrival: Separate entrances will be utilized for car riders (Door #15), scholar drivers (Door #1C), bus riders (Door #12), walkers (Door #1C), and staff (Door #1C). Staff members will be assigned to supervise scholars who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces). Scholars will go straight to their designated areas. Parents will not be allowed to walk their scholars to class.

Dismissal: Campus will designate staggered dismissal groups. Separate exits will be utilized for walkers (Door #1C), car riders (Door #15-The hall between the cafeteria and Door #15 will be marked in 6 ft increments.), scholar drivers (Door #1C), and bus riders (Door #12). We will dismiss 12th grade down to 6th grade. Sanitizer stations will be placed at each exit and scholars will be encouraged to sanitize hands prior to exit.

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 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.

From CHISD Blueprint:



<p>Campus staff is required to complete the self-screening questions located at every entry point and scan the QR code upon entry.</p> <ul style="list-style-type: none">● 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.
<p>2. Scholars -</p> <p>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.</p> <p>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.</p> <p>From CHISD Blueprint:</p> <p><u>Scholars are required to wear facial coverings.</u> <u>Expectations for facial coverings are here.</u></p> <ul style="list-style-type: none">● 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 between them, with a distance of 6 ft.● 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.
<p>List the Contact Tracing team members on your campus</p>
<p>Emergency Team: Heath Koenig, Benjamin Hairgrove, Trevena Taylor, SaLilliam McDaniel, Tamara Jackson</p>
<p>List Isolation plan for the school. It should include the room number and persons responsible</p>



Room T206, Exit door 13, Restroom in the T Hall will be used, Persons responsible will be determined by the district.

Social Distancing

Describe the classroom space in reference to social distancing.

- [Include classroom schedules](#)
- **Teacher Rotation (if applicable)**
- **Class sizes: 17 Scholars following 6 feet social distancing guidelines.**

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.

Supplies

Describe how classroom supplies and materials will be managed.

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

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">● Who will distribute the PPE to staff and scholars Mr. Wilborn
Common Areas
Describe how common areas will be managed for recommended physical distancing.
From CHISD Blueprint: <ul style="list-style-type: none">● 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: <ul style="list-style-type: none">● 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.● At schools with open lunch, scholars are required to wash hands or use hand sanitizer upon their return to school.● We have increased to four lunch periods. If additional space is needed, we have five tables outside and could set up additional desks on the upper floor around the cafeteria.● Meals will be placed on the desks. Scholars will sit at a desk with lunch.
Scholar Mixing
Describe how limiting scholar 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 unless they are for UIL in which case we will follow UIL guidelines.

PTSA and Success Booster Club 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/performance 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.

Passing periods

****See Common Areas Section***

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.

Staggered releases from each class will be organized to limit the number of scholars in the hallway during transitions.

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

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.

Refer to CHISD Blueprint

Personal Protective Equipment (PPE)

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

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.

Scholars	
Faculty	
Staff	
Environmental Staff	
Visitors	
Disinfection/Sanitation	
Describe disinfection protocols for the facility and the frequency of cleaning. Refer to CHISD Blueprint	
Classrooms	
Common Rooms	
Restrooms	
Touch Point Surfaces	
Other:	
Schedule Pickup and Registration	
Schedules - All schedules will be posted in Skyward for scholar and parent access. No paper schedules will be given. Scholars 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 appointment room be set up - Laptops will be set up in 6ft increments that will be sanitized between each use.	
3. Personnel involved - Mrs. Cantu	