

Bishop Elementary



Procedure	Due Date	Person Responsible	Notes
Hallway Transitions	September 2020	Montgomery/BI's	PBIS Matrix done. Will send to Clark Markers in common areas, gym and cafeteria
Project ADAM response team “Code ADAM”	Aug. 24th, 2020	Delgado	Call 911 -Pedroza CPR-Nurse 1 person from each hallway 1st Hall--Thompson 2nd Hall- Slater 3rd Hall- Delgado Portables- Montgomery Gym/ cafeteria- Oliver Montgomery/Admin: - AED Meet ambulance- Mrs. Thompson
Morning Student Hold	September 2020	Montgomery/ Alcala	1st grade - placemarkers for social distancing by Team and Teacher Gym- line up by grade level social distancing Cafeteria- seats marked off by table
Afternoon Student Hold	Sept. 2020	Clark	1st grade car riders back gate are outside, social distancing 2nd grade car riders side entrance 1st hall radios front of building Bus big Gym No early dismissal after 2:30 Vaughn St. 3rd Car riders Side Parking lot 4-5 car riders Race St. Monitor (Police -Everman)
Entrance/Exit monitors and Procedures	Sept. 2020	Clark/Delgado	Scanner - front entrance Side Door (By Nurse's office)- staff 7:00-7:30
Parents	Sept. , 2020	Clark/ Burgos	No parents allowed inside the building Only as needed in the front office with a mask and must take temp.

Restroom Procedures and Breaks	Sept., 2020	Clark Delgado Hickman	<ul style="list-style-type: none"> • Custodian disinfecting checklist on clipboard and posted. (Ortiz) • Redo RR schedule (Ortiz) <ul style="list-style-type: none"> ◦ AM/Lunch/PM • RR Break Schedule Disinfect by restroom monitor after each student Custodians disinfect completely after each group <ul style="list-style-type: none"> • all students escorted to RR
Lunch	Sept. , 2020	Montgomery	Grades 1-5 Lunch Cafeteria Marked seats on each table Add monitors to cafeteria Mark cafeteria line with social distancing PK Deliver lunch by caf. staff bus assistants?
Hallways	Sept. 2020	Montgomery	Put social distance markers, two different colors for each side of the hallways.
Water fountains/ water for students	Sept., 2020	Childress	water bottles in classrooms district will provide extra bottles of water draft a letter to encourage parents to bring reusable water bottles send home daily
Materials/School Supplies	Sept. , 2020	Teachers	No sharing materials ziploc bags or boxes per student District will provide extra school supplies
Cubbies/Backpacks	Sept. , 2020	Teachers	one cubbie per student if needed add crates or hooks Maintenance drill extra hooks
Daily Health Checks	Sept. , 2020	Teachers	AM/ Lunch (teacher) PM before they go home. Temp check done before exiting classroom for dismissal. SPED lunch can be in class or cafeteria
Signs Posted	Sept. , 2020	Slater	CDC Website
Student COVID Training	Sept. , 2020	Hickman	https://www.youtube.com/watch?v=Qu07djSvLNq <ul style="list-style-type: none"> • mini lesson by class • sign up schedule
Assigned Seating	Sept. , 2020	Montgomery	Slater / Childress can help move if necessary

Recess	Sept., 2020	Clark/Slater Estrada/Baker	TEA guideline Wash hands in classroom No use of playground equipment Structured play using social distancing
PE/Library/Music computer lab	Sept. , 2020	Teachers	seating using social distancing disinfecting by teacher
Contact Tracing	Sept. , 2020	Delgado	Document sheet
Parent Notification	Sept. 21 2020	Ramirez Montgomery Clark	Facebook/BlackBoard/PeachJar.
Masks	Sept. -May	Everyone	Required grades 1-5