

Townley Elementary School

"Rise Above At Townley Elementary!"

Campus Operational/Safety Guidelines 2020-2021

On-

Face Covering	Overview	Campus Operations
	<p>Facial coverings will be required for students and staff in open areas and hallways. Students must also wear in the classroom when physical distancing is not possible. Staff wear face coverings when physical distancing is not possible, with the exception of high risk environments.</p> <p>Exceptions should be made for students for whom a mask or face covering is developmentally inappropriate or unsafe or for those with documented medically prohibitive conditions. Consult your campus nurse on exceptions.</p> <p>Students and staff should be encouraged to provide their own mask/face covering, but each campus will be provided with a supply to use as needed.</p> <p>Masks must comply with dress code in regards to any displayed content or images.</p> <p>Student face covering compliance should be achieved through teaching, reteaching, redirection, and reminders. Avoid making masks a discipline issue. Expect students to need frequent reminders and redirection to. You will need a distribution process and location for students who arrive at school without a mask.</p> <p>All allowed non-employee visitors are required to wear a mask/face covering for the duration of the visit.</p>	<p style="text-align: center;">FOLLOW OVERVIEW PROCEDURES</p>
<p>Screenings</p>	<p>Self-screening posters provided by the district should be located at all entrances.</p> <p>Students will have temperature screenings at the beginning of the day in classrooms or upon entry into the building. Subject to final leadership approval</p> <p>Campuses can choose to assign several staff to each entry point to screen as students enter the building OR during homeroom/first period if enough thermometers are available to assign to each classroom or a small group of classrooms to share</p> <p>Collaborate with your campus nurse on protocols if a student has an elevated temperature</p> <p>Staff are required to screen themselves for temperature and symptoms prior to coming to work. See Staff COVID-19 Self-Screening Guidelines (TBD pending further TEA Guidance)</p> <p>Any allowable visitors under the visitor guidelines in this document must be screened for COVID-19 before entering the building.</p> <p>See Visitor COVID-19 Screening Guidelines (TBD pending further TEA Guidance)</p>	<p>FOLLOW OVERVIEW PROCEDURES</p> <p>-2 main entry points for entering the building. (SOUTH side of the cafeteria & Back Bus entrance doors near gym cafeteria hallway)</p> <p>-2 Paraprofessionals at each entrance will take temperatures and offer hand sanitizer.</p>

<p>Movement Around the Building (TRANSITIONS)</p>	<p>Students will attend their scheduled classes daily.</p> <p>A schedule will be developed each grade level to stagger restroom breaks.</p> <p>Use of restroom/water fountains not allowed during passing period. Students should be directed to move immediately to their next class. Teachers must provide flexibility for water and restroom breaks during the instructional time.</p> <p>If there is a student who needs has an emergency and needs to go to the restroom, the teacher will call for someone to escort that student to the restroom.</p>	<p>Restroom Schedule</p>
<p>Arrival</p>	<p>During arrival, there will be two entry points for student-the gym/cafeteria hall doors, and the front doors of the building. Sanitization stations and screening protocols will be in place.</p> <p>Doors open at 7:15. All students will report to the gym or cafeteria students and sit as designated for social distancing. We will use floor markers or signs to indicate allowable seating, spaced 6 foot or more and avoid students facing each other where possible.</p> <p>Beginning at 7:40 teachers will begin picking up students to go to their assigned homeroom class. This will be with an intentional, staggered dismissal from the cafeteria to avoid crowding hallways and walkways.</p> <p>Door will be propped open to the extent practicable and allowable under law to reduce handle contact.</p>	<p>FOLLOW OVERVIEW PROCEDURES</p> <p>-2 main entry points for entering the building.</p> <p>Front Doors of the building (car riders). Cafeteria/Gym Door (bus riders)</p> <p>-2 Staff members will be stationed at each entrance to take temperatures and offer hand sanitizer.</p> <p>BUILDING WILL OPEN at 7:15am to all students.</p> <p>Students eating breakfast will remain in the cafeteria. Students who do not want to eat breakfast will report to the gym area.</p> <p>Students will sit in a row, 6 feet apart on the gym floor, in front of their Homeroom teachers' name posted on the gym wall.</p> <p>ALL 3rd & 4th Teacher Assistants will report to the gym area to retrieve their students and escort them to class.</p> <p>Students will be released to class from the gym area at a staggered pace beginning at 7:35am.</p> <p>NO RESTROOM & NO WATER BREAKS PERMITTED DURING TRANSITION TO 1ST PERIOD:</p> <p>GYM STAGGERED RELEASE TIMES: 5th Grade-7:35 4th Grade-7:38 3rd Grade-7:41 2nd Grade-7:43 1st Grade: 7:47</p>
<p>Dismissal</p>	<p>Use a staggered dismissal plan. Students will remain in the last class of the day until called for dismissal by group over the PA or released according to a previously communicated schedule.</p> <p>Establish at least three exit points. Dismiss by category /Bus # as each arrives, walkers, car</p>	<p>FOLLOW OVERVIEW PROCEDURES</p> <p>Teachers will ESCORT their students to 3 locations. The first location will be to the front doors to drop off their students who ride the bus. The second stop will be at the side doors to drop off walkers. The third stop will be to the gym to stay with</p>

	<p>Establish at least three exit points. Dismiss by category (Bus # as each arrives, walkers, car riders, etc.) using designated exits for appropriate social distancing (EX: 1st Grade will be called via PA System. Students will be escorted by their teacher. Teachers will escort bus riders and walkers through the front doors to the bus areas, and then escort car riders to the gym.)</p>	<p>the side doors to drop off walkers. The third stop will be to the gym to stay with their students who are car riders until they are picked up.</p>
<p>Lunch</p>	<p>BREAKFAST Grab and Go options only will be offered.</p> <p>Students will eat breakfast in cafeteria, signs will be posted for students to be appropriately social distanced while eating. Once the student is done eating, they will be escorted to the gym.</p> <p>LUNCH Grab and Go options only will be offered. Consider pre-ordering lunch during homeroom period to expedite service. Use all disposable lunch items</p> <p>Seating will be arranged to place students 6 foot apart to the extent practicable. See Texas Department of Agriculture recommendations. Reduce number of students in cafeteria at one time using extra lunch periods, additional designated spaces to eat (gym, outside, stage), and/or rotating days of eating cafeteria and in classroom</p> <p>Consider maximized space in cafeteria including the stage with additional tables for distancing</p> <p>Mark physical distancing on floor and walls as needed in the cafeteria</p> <p>Develop staggered dismissal procedures to avoid crowding at exit or in hallways</p> <p>No lunch visitors will be allowed.</p>	<p>There are 5 lunch periods during the school day.</p> <p>Teachers will follow the lunch schedule already in place per the master schedule.</p> <p>Students will eat lunch in the cafeteria at the tables and the stage areas, if needed.</p> <p>Teachers will escort their students to and from the cafeteria.</p>
<p>Water/Restroom Breaks</p>	<p>"Use of water fountains not allowed. Teachers must provide flexibility for water and restroom breaks during the instructional time.</p> <p>Consult with the District Level Nutrition Department to discuss water bottle usage and accessibility to all students with appropriate levels of usage. "</p>	<p>Teachers will develop an individual case by case classroom policy and procedure that will support flexibility for water bottle refilling breaks during the instructional time.</p>
<p>Safety Training for Students & Staff</p>	<p>Staff and students will be required to view video/s prior to the start of school that address:</p> <ul style="list-style-type: none"> -Signs and symptoms of COVID19 -When to stay home -Face coverings -Hand washing and social distancing <p>Video will be provided to staff.</p> <p>Video links will be provided to parents and students via Google Classroom AND will be shown on the FIRST DAY of FACE TO FACE instruction that includes opportunity for Q&A.</p> <p>Training for staff will be provided by the district through materials for campus delivery, embedded in compliance training, or other methods that will address:</p> <ul style="list-style-type: none"> -Blood borne pathogens -Infectious diseases 	<p>A short video will be created to address (signs and symptoms of COVID-19, when to stay home, face coverings, restroom & water procedures, hand washing, social distancing, and temperature checks).</p> <p>This video will be shared with the staff and the staff will share with their students within the teachers syllabus posted on Google Classroom.</p> <p>Students in Grades 3-5 MUST wear a mask, and students in Grades 1-2 will be ENCOURAGED to wear a mask.</p> <p>An electronic email will also be sent to all students that reviews the new COVID-19 campus in-person policies and procedures.</p> <p>Upon students arrival to in-person operations we will have assemblies that are staggered that support social distancing:</p>

	<p>-HIPPA -Nurse's Clinic Procedures -Responding to actual or suspected COVID19 exposure or illness -Modified drill procedures -SEL support</p> <p>Training for staff will be provided by each campus to address: -Operational guidelines</p> <p>The campus should plan for and provide training and learning opportunities for students for the following: -Additional training on face coverings, sanitation, hygiene, hand-washing -Physical distancing in the classroom and common areas -Campus routines for arrival and dismissal -Campus routines for passing periods -Use of common areas and flex space -Breakfast, lunch, and other cafeteria routines</p>	
<p>Health Checks</p>	<p>Students and staff should use sanitizing/handwashing stations upon entry to the building and to each classroom.</p> <p>Establish a designated time schedule during which classroom staff will clean student desks/workspaces, counters, door handles, and other high contact surfaces. This should be at least 3-4x daily and between each class period is preferred.</p> <p>Staff should only use cleaning products provided and designated by EISD. These products should either be refilled nightly in the classroom by custodial staff or available for pickup daily by the staff member. Staff should not use cleaning products or disinfecting sprays from home in areas used by students.</p> <p>Prop doors wherever possible and permissible to reduce contact.</p> <p>During the day, custodial resources should be focused on cleaning communal areas, restrooms, office areas open to the public, common areas, water fountains, and other high use areas outside the classroom.</p>	<p>There will be 3 routine health checks & sanitation opportunities spread across the day:</p> <p>-In the morning upon arrival, all students enter the building through 2 entry points, students will receive sanitizer and temperature checks.</p> <p>-During lunch time either in the classroom as they receive their meal or as they enter the cafeteria (*sanitation & temperature check).</p> <p>-At the end of the day before dismissal.</p> <p>Every teacher will be provided with a thermometer to check their students temperture as they enter their classroom. *Optional</p>
<p>Student Supplies</p>	<p>Students will carry all personal supplies in their backpack. Our campus will be intentional about required supplies to minimize the amount of items in student backpacks.</p> <p>Shared use of supplies should be limited or eliminated if possible.</p> <p>Students should not "borrow" items from the teacher or peers - use wrap-packs and/or campus funds to provide teachers with a supply of commonly needed items they can give to students.</p> <p>Teachers should design learning experiences to limit or eliminate supply sharing requirements.</p> <p>Any shared supplies must be cleaned between student use following EISD sanitation procedures.</p> <p>Teachers should avoid keeping co-mingled student supplies such as student journals, markers,</p>	

	<p>folders, etc. in the classroom.</p> <p>Submission of assignments to the teacher should be electronic using Google Classroom or other approved EISD platforms or apps. Students should be required to submit all assignments electronically when possible. Submission of paper assignments should be limited to those required by IEP or other student plan and/or situations where electronic submission is not possible. Any paper assignment submitted should have a contactless option (turn-in basket) and should follow the current TEA/CDC/EISD guidelines for waiting periods before handling by the next person including assessment by the teacher and when returning to students.</p> <p>Teachers can distribute paper items if necessary to students, but should use a method that reduces contact.</p> <p>Books checked out from the library or used in the classroom must follow the current TEA/CDC/EISD guidelines for waiting periods before handling by the next person.</p>	<p>FOLLOW OVERVIEW PROCEDURES</p>
<p>Posted Signs & Facilities</p>	<p>Allow student use of individual water bottles in the classroom.</p> <p>Provide hand sanitizing stations and/or supplies at all entrances, restrooms, in hallways, and in classrooms.</p> <p>Analyze flex space and block, rearrange, or remove furniture to encourage social distancing and no gathering in crowds.</p> <p>Outside building use will be determined at the district level only.</p>	<p>Students will not be allowed to congregate during breakfast, in the hallway during transitions, at the restroom areas, during lunch, and after school.</p> <p>Signs will be posted to help students locate the several sanitation stations that will be located around the school on each hallway.</p> <p>Signs will be posted around the school in common areas that help to remind students and staff of the social distancing guidelines and to remain 6 ft apart.</p> <p>Signs will also be posted to direct students where to sit in the cafeteria and the gym areas.</p>
<p>Elective Classes</p>	<p>Fine Arts will refer to the EISD Fine Arts Protocols and Contingencies for COVID-19 document for the most current information.</p> <p>Physical Education, Music, Computer Lab</p> <p>No shared equipment No physical contact Groups of no more than 10, practicing physical distancing Sanitize hands coming into and leaving the PE learning environment Schedule outdoor activities to the maximum extent possible Establish entry and exit procedures into all facilities to minimize gathering and crowding Face coverings may be removed during exercise, but 6 foot of physical distancing must be maintained</p>	<p>FOLLOW OVERVIEW PROCEDURES</p>

<p>Campus Meetings and Small Group Events</p>	<p>Schedule all parent meetings virtually except as a parent insists on face to face for a legally required meeting (ARD, 504, etc.). This includes, but is not limited to: ARDS, 504 LPAC RtI Parent/Teacher conference Parent/Admin conference PTA Campus Committees</p> <p>Any visitors attending a face to face meeting are required to wear a mask or face covering and must be screened for COVID-19 before entering the building.</p> <p>See Visitor COVID-19 Screening Guidelines (TBD pending further TEA Guidance)</p> <p>No after school extracurricular group activities except as specifically allowed by UIL and/or the EISD Fine Arts and departments.</p> <p>Tutoring is allowed as needed, but should be limited to a capacity that allows for physical distancing.</p> <p>Schedule staff meetings virtually OR schedule in small groups and with intentional use of space that allows physical distancing to be observed.</p> <p>Professional learning and small group teacher meetings such as PLCs can be held in person as long as space allows for physical distancing to be observed.</p>	<p>FOLLOW OVERVIEW PROCEDURES</p>
<p>Visitors to the Campus</p>	<p>No visitors to the campus unless legally required such as a SPED parent who declines a virtual ARD. This includes, but is not limited to: No PTA or other volunteers No high schoolers No lunch visitors No lunch drop offs No guest speakers No classroom visits</p> <p>When parents or other visitors do enter the front office they must wear a mask and practice physical distancing. This should be communicated with wall and floor signage.</p> <p>Provide a plexiglass or other barrier for the front office personnel who will interact with visitors.</p>	<p>FOLLOW OVERVIEW PROCEDURES</p>

	<p>Provide a plexiglass or other barrier for the front office personnel who will interact with visitors.</p> <p>Attempt to conduct all administrative parent meetings by phone or WebEx when possible, including those related to discipline.</p> <p>Emphasize to all staff the importance of being welcoming and positive, especially under these conditions.</p> <p>Any allowable visitors who will be allowed past the outer foyer under these guidelines must be screened for COVID-19 before entering the building.</p>	
Student Events	<p>Student Back to School Orientation should be conducted in small student groups. -Students and staff must wear masks.</p> <p>-Planning and implementation must provide for social distancing and student movement and experience in small groups.</p> <p>No field trips may be scheduled.</p> <p>CBI and other SPED related off-campus activities will follow direction from the SPED department.</p> <p>No large group gatherings, assemblies, or pep rallies may be held.</p>	FOLLOW OVERVIEW PROCEDURES
Student Check IN/OUT	<p>Parents who appear in the office for check out will be asked to wait for the student in the area outside the office door..</p> <p>This will be included in the COVID-19 student video, and email communication to the parent.</p>	FOLLOW OVERVIEW PROCEDURES
Emergency Drills	<p>Emergency drills should be modified and/or use staggered participation as allowable by law and best practice so that physical distancing can be maximized. Follow the guidance from Safety and Security (TBD).</p>	FOLLOW OVERVIEW PROCEDURES
Suspected COVID-19	<p>A person who has been lab-confirmed for COVID-19, is displaying symptoms of COVID-19, or has had close contact with another individual lab-confirmed for COVID-19 should not come to school. Absence from and return to school/work should follow the guidance below:</p> <p>Employees See Employee Handbook, contact EISD Human Resources.</p> <p>Students See Student School Handbook, contact John and Polly Townley Campus Administration.</p>	

	<p>Student absences recommended or required under the current COVID-19 guidance will be excused regardless of medical documentation. (See Attendance).</p> <p>During an extended COVID-19 related absence, students will be supported by the classroom teacher/s with assignments and virtual learning. (Exact protocol TBD)</p> <p>Students returning to school after a mandatory absence will be screened by the nurse prior to returning to the classroom.</p> <p>Nurse's Clinic: New procedures will be implemented that reduce crowding in the clinic, mitigate risk exposure, and provide the safest possible setting for all students and staff. This will include an appointment protocol for all non-emergency situations and an enhanced first-aid kit for classroom use to reduce trips to the nurse for minor incidents. Follow the guidance below:</p> <p>See Nurse's Clinic Procedures (TBD)</p> <p>Cleaning and disinfecting areas after exposure should be completed following current CDC/EISD guidelines.</p>	<p>FOLLOW OVERVIEW PROCEDURES</p>
<p>Attendance</p>	<p>Official attendance for students attending face to face will follow current processes with no change at this time.</p> <p>While guidelines will likely be in place on the number of absences that can be excused by parent note, our campus will be lenient on requiring medical documentation to excuse student absences due to reported COVID-19 symptoms, personal or close contact lab-confirmed positive testing, or known exposure. We do NOT want sick or exposed students coming to school.</p> <p>Per TEA guidelines, all students in face to face or virtual learning settings are subject to the 90% attendance requirement to earn credit. Future guidance will be provided regarding this requirement.</p> <p>Future guidance will be provided on asynchronous attendance options for face to face students who are required to stay home temporarily.</p>	<p>FOLLOW OVERVIEW PROCEDURES</p>
<p>Classroom Social Distancing</p>	<p>All classrooms need to be cleared of any unnecessary items to maximize available space for students and staff to practice physical distancing. This might include, but is not limited to:</p> <ul style="list-style-type: none"> -Extra teacher desks -Tables not being used for student seating -Bookshelves -Bean bags, couches and other lounging furniture -Large displays or non-essential furniture <p>Use desks instead of tables where available. For use of tables, limit to 2 students per table. Arrange desks, tables, and chairs to face one direction (rather than students facing each other) with 3-6 feet of distancing where possible.</p> <p>Set up a couple MODEL classrooms for teachers to see what this could look like.</p>	<p>FOLLOW OVERVIEW PROCEDURES</p>

	<p>Do not permit gathering or congregating in the classroom. Design instruction to avoid partner/group work where distancing cannot be observed or use virtual collaboration strategies. Stagger dismissal from class by table, row, section, name, etc. from the classroom to avoiding crowding at the doorway or during exiting.</p>	
<p>Common Open Areas/Physical Distancing</p>	<p>Face mask or covering required in all common areas. Subject to final leadership approval Analyze all common area spaces and develop a campus-specific plan to make necessary changes that support physical distancing for students and staff. Consider: Flex spaces - block off and/or remove furniture to restrict use and discouraging congregating</p> <p>Consider removing any furniture that cannot be cleaned with approved products daily</p> <p>Library - scheduled use only and/or limited capacity during open times, block off lounging furniture as appropriate, mark floor for physical distancing at checkout and in commonly used areas</p> <p>Establish one-way only hallways or “stay way right” rules using wall and floor directional signs</p> <p>Cafeteria - mark social distancing seating and indicate any closed areas, mark social distancing for food lines if in use</p> <p>Office - limit capacity and mark social distancing on the floor</p> <p>Close teachers’ lounge to all but essential functions - using microwave or refrigerator, making copies, picking up mail, etc. and restrict occupancy to allow physical distancing.</p>	<p style="text-align: center;">FOLLOW OVERVIEW PROCEDURES</p>